



Dear Parents/Guardians/Students,

I hope this letter finds you and your family well. I would like to welcome back all our students and also welcome our new students to St. Augustine's College.

I would like each parent/guardian to read the information below with your son/daughter before they return to school.



Student Timetables

Timetables for students in 2nd, 3rd, TY, 5th and 6th year will be made live on Eportal on Monday 29th of August. An alert message will be uploaded onto the school app when student timetables become live. It is very important that all students view their weekly timetable on Eportal ahead of their return to school and print out a copy of it. A copy of the school map is attached here to help with class locations. https://www.staugustines.ie/images/Friary_Map_2020_ROOM_NOS-6.pdf. Please be aware that the timetable is provisional and may be subject to change.

1st Year Students/Parents/Guardians.

1st year parents/guardians will not have access to Eportal until mid September. 1st year students will be issued a printed timetable on day 3 of school- August 29th. Parents/guardians of incoming 1st year students will be issued Eportal login details by mid September. To help students settle into secondary school, and to promote student wellbeing all first year students will be assigned a teacher mentor.

New Students/Parents/Guardians.

New students and their parents/guardians will not have access to Eportal until mid-September. New students will be issued a printed timetable on day 1 of school. Please wait in the front hall and check-in with the school secretary and a member of the student support team will meet you. All new students will be assigned a teacher mentor to ensure they settle into secondary school at St. Augustine's College.

2nd/3rd/TY/5th/6th Year.

Students will have access to Eportal and will be able to view their timetable on Eportal when it goes live. Instructions on how to log into Eportal and view a student timetable is illustrated below.

Accessing Student E-Portal Profile

Please follow the following steps to access E-PORTAL.

1. Log onto the school website; <https://www.staugustines.ie/>
2. Scroll down to useful links; click on teachers & parents E-Portal.

The screenshot shows a website layout with a red header bar. Below it, there are three main sections: 'Useful Links', 'Upcoming Events', and 'Privacy Statement'. The 'Useful Links' section includes 'Edmodo' (allows teachers to connect and collaborate), 'Teacher & Parent ePortal' (a resource for teachers and parents), and 'The School App' (get the latest school news and events direct to your phone). The 'Upcoming Events' section shows 'No events' and a 'View Full Calendar' button. The 'Privacy Statement' section provides information on how the website handles privacy and includes a 'Privacy Statement' link. On the left, there is a yellow box for 'Coronavirus COVID-19' with a circular logo, and below it, 'Covid-19 Guidelines' with a link to 'vice and guidelines for the return to school during Covid-19 restrictions. re'. At the bottom of the 'Useful Links' section, there is a 'GET IT ON Google Play' button.

3. Enter your **E-Portal username and password.**

The screenshot shows a login form titled 'Facility ePORTAL Login details'. It includes the instruction 'Please enter your login details below, then click on the Login button.' There are two input fields: 'Username' and 'Password'. Below the fields is a 'Login' button. The background of the form is blue with a partial image of a woman's face on the right side.

4. To access your son/daughters **timetable**, please click on timetable on students profile.

The screenshot shows a navigation bar with three buttons: 'Registration', 'Roll Call', and 'Behaviour'. Below these buttons is a 'Timetable' button, which is highlighted in blue. To the right of the 'Timetable' button is a 'More' button with a play icon.

Student return to school dates.

Thursday August 25th.

1st year Induction 9-1.15. Brother Lennon, Fr. Gerry Horan & Elaine Moore.

Friday August 26th.

1st years Attainment and Aptitude Testing. 9-1.15- CAT 4-Elaine Moore

Monday August 29th.

1st years only. 9-1.15 - in class.

Tuesday August 30th.

1st years, 3rd and 6th years return 9-3.55

Wednesday August 31st

1st, 3rd, 6th years and 2nd & 5th years return. 9-3.55

Thursday September 1st:

Full school, TY return 9-3.55

Synopsis of St. Augustine's College Code of Conduct



Negative Points.

Please note: A YH may decide as a preliminary intervention to ring a parent/guardian or place a student on report if they deem it appropriate.

1. 10 points = YH sends email/letter to parent/guardian & detention no. 1.

2. 15 points - meet YH (restorative practice).

3. 20 points - YH emails/sends letter to parent/guardian. Student placed on detention no.2 (1.5 hours on a Friday).

20 + points. (Please note this shows as Discipline Committee 22 points on eportal). Student in excess of 22 points will be referred to discipline committee (YH, DP, Principal).

Positive Points:

Positive Bonus Points can be awarded for the following:

- * Demonstrating the Augustinian Characteristic Spirit/ Ethos –Unitas, Caritas, Veritas
- * Demonstrating Responsibility
- * Demonstrating Fairness
- * Attendance
- * School voluntary work
- * Exceptional performance
- * Community work

NOTE: Positive points do not cancel out negative points.

Mobile Phones.



Mobile phones are **not** permitted. The school policy on this has not changed. However due to Covid-19, the classroom teacher may permit the use of a mobile phone if they wish purely for educational purposes and strictly under the supervision of the classroom teacher. Outside of class and at break

times etc the use of **mobile phones is strictly NOT permitted**. Ensure your child is aware that mobile phones are not to be used inappropriately in school. This includes pictures, videos, Snapchat, TikToc,WhatsApp, Instagram,videos etc of other students and/or staff. Helpful guidance and tips for parents/guardians can be found on the webwise website <https://www.webwise.ie/parents/explained-managing-the-risks-of-mobile-phones/>. Please be aware that a mobile phone breach is a breach of the school code of conduct and potentially child protection guidelines.

Please familiarise yourself with the school code of conduct, the covid-19 addendum to the code of conduct and all other school policies. <https://www.staugustines.ie/about-us/school-policies>.
[https://www.staugustines.ie/images/addendum to Code of Behavior covid 19.pdf](https://www.staugustines.ie/images/addendum%20to%20Code%20of%20Behavior%20covid%2019.pdf)

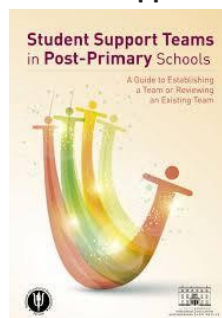
Students signing in/out.

Students signing in and signing out during the school day must do so with a deputy principal/principal so it can be monitored. Parents/guardians can also inform school management and the relevant yearhead of absence on the school app.

School Uniform.

Students not presenting in full uniform will be sent to the deputy principal/ principal at/before the 9am class.

The Student Support Team.



Each year group has an assigned yearhead. The student support team are listed below.

Principal: Mr O Sullivan (Child Protection Designated Liaison Person DLP)
principal@staugustines.ie

Deputy Principal Mr. Power (Child Protection Deputy Designated Liaison Person DDLP) - senior cycle students deputyprincipal@staugustines.ie

Deputy Principal Ms. Sheehan (junior cycle students) dp@staugustines.ie

Year Heads:

1st year: Brother Lennon plennon@staugustines.ie

1st year: Fr. Gerry Horan ghoran@staugustines.ie

2nd Year: TBD please email dp@staugustines.ie

3rd Year: Ms. Martin tmartin@staugustines.ie

TY: Ms McGann ty@staugustines.ie

5th Year Ms O Sullivan sosullivan@staugustines.ie

6th Year: Ms O'Kennedy bokennedy@staugustines.ie

Chaplain Fr. Gerry ghoran@staugustines.ie

SEN: Mr.Knightly Ms Gould. learningsupport@staugustines.ie

Guidance Counsellor Ms Moore guidance@staugustines.ie

Mentoring co-ordinator: Ms Hanrick lharrick@staugustines.ie

Parents/Guardians, to ensure you are receiving up to-date information from the school throughout the year, I would ask all parents/guardians to check your email for correspondence from the school and also to check junk mail. Please check the School App regularly and ensure notifications are switched on.

Should you have any questions or concerns, please contact the school office at 058/41140 or email office@staugustines.ie.

I wish all the friary students the very best for the coming academic year.

Kind regards,
Michael O'Sullivan
Principal