

**TODAY**  
*is the day to  
learn something*  
**NEW**

**Contact details**

Tel: 094 9630235

Website: [www.ballyhauniscs.ie](http://www.ballyhauniscs.ie)

Mr. McDonagh: [principal@ballyhauniscs.ie](mailto:principal@ballyhauniscs.ie)

Ms. Macken: [o.macken@ballyhauniscs.ie](mailto:o.macken@ballyhauniscs.ie)

Mr. McGarry: [p.mcgarry@ballyhauniscs.ie](mailto:p.mcgarry@ballyhauniscs.ie)



**Ballyhaunis  
Community School**

**1st Year**  
**Welcome Guide**  
**2025 - 2026**



## Key Personnel for 1st Year Students

Principal	Mr. D. McDonagh
Deputy Principals	Ms. O. Macken Mr. P. McGarry
Year heads	To be confirmed
Chaplain	Ms. C. Burns
Guidance Counsellors	Ms. AM O'Reilly Mr. B Waters
Learning Support	Ms. C. Hayes
HSCLO*	Ms. O. Lyons
Administration Staff	Ms. J. Lyons Ms. S. Gibbons
Caretakers	Mr. Gerry Glavey Mr. Michael O'Shaughnessy

\*HSCLO- Home School Community Liaison Officer





## Homework / Study

- Students should establish a routine for homework as the study requirements increase from primary to post primary.
- Students should have a warm, quiet space with good lighting and ventilation.
- To avoid distraction students should leave their mobile phones in a different room while doing homework.
- Each week students should build time to revise into their study plan so that they keep on top of all the subjects.
- It is important that parents support and encourage students to work to the best of their ability. Check the Homework Journal daily and sign it weekly.
- The following is a rough guide to how much time you should spend every day on homework and study combined: 1st Year 1 hour to 1 hour 30 mins.



## Free Books Scheme

Under the latest Government initiative, all schools' books and essential stationary will be provided to First years. Books/Workbooks will be covered and labelled and will be available before the start of the school year.

It is your responsibility to keep your books in good condition to be returned at the end of the school year. Any books or mislaid items will have to be replaced and paid for by Parents/Guardians

## First Day in BCS



### What to Bring

\*A Pencil Case   \* A Refill Pad   \* Snack

**Don't bring any books on the first day.**

## Mentors

Each 1st year will be assigned a Senior Mentor who will be there for you to help you settle into BCS. These are some of the things your mentor can help you with:

- Show you around the school
- Help you organise your books and locker
- Someone to talk to
- Help you with any school related questions
- Organise Lunchtime activities



## Timetable

First class starts at 9.00am. All classes are 40 minutes  
There are 9 classes each day, 3 in the morning before small break,  
3 mid-morning before lunch and 3 in the afternoon.

During the morning the Year head will visit the classrooms and collect absenteeism / late notes and sign notes for students who need to leave the school early. This is an opportunity for students to speak to their Year head if they are having any issues.

Morning break is 11.00am until 11.20am. Lunch is 1.20pm until 2.00pm.

School finishes at 4.00pm Monday to Thursday.

On Friday, school finishes at 1.20pm

Students' timetables are colour-coded, each subject is given a different colour so the timetable is easy to read.

On the timetable the subject is listed first, the next line is the classroom number and the third line is the Teacher's name.

It is recommended that every student attach the timetable to the inside of your locker.

### Sample of 1st Year Timetable

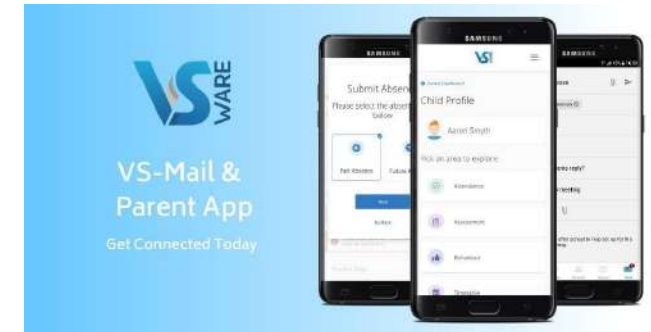
	Monday	Tuesday	Wednesday	Thursday	Friday
09:00	HE 110A E. Heneghan	His 110A D. Phillips	Sci 100A P. O'Brien	His 110A D. Phillips	Eng 110-1.1 H3 A. Hegarty
09:40	HE 110A E. Heneghan	Geo 100A G. O'Loughlin	Sci 100A P. O'Brien	SPHE 100A M. Sweeney	Mat 110-2.1 A1 F. Gormally
10:20	Inf 110A C. A. Murphy	ESPE 100A G. O'Loughlin	Eng 110-1.1 H3 A. Hegarty	Eng 110-1.1 H3 A. Hegarty	Geo 100A G. O'Loughlin
11:00	Pre 110-9.1 G1 C. O'Grady	Mat 110-2.1 A1 F. Gormally	Inf 110-3.1 F1 C. O'Grady	WoodT 110-2.6 D3 S. Folan	Inf 110-3.1 F1 C. O'Grady
12:00	Mat 110-2.1 A1 F. Gormally	Rel 110A B. Waters	His 110A D. Phillips	WoodT 110-2.6 D3 S. Folan	Rel 110A B. Waters
12:40	Eng 110-3.1 H3 C. O'Grady	Eng 110-1.1 H3 A. Hegarty	Mat 110-2.1 A1 F. Gormally	Rel 110A B. Waters	WoodT 110-2.6 D3 S. Folan
13:20	Sci 100A P. O'Brien	V. Art 110-7.4 ED ART M. Flaherty	V. Art 110-7.4 ED ART M. Flaherty	Mat 110-2.1 A1 F. Gormally	
14:00	Pre 110-9.1 G1 C. O'Grady	V. Art 110-7.4 ED ART M. Flaherty	Pre 110-9.1 G1 C. O'Grady	Geo 100A G. O'Loughlin	
14:40	Eng 110-3.1 H3 A. Hegarty	Inf 110-3.1 F1 C. O'Grady	Pre 110-9.1 G1 C. O'Grady	Inf 110-3.1 F1 C. O'Grady	

## Absent from School

If a student is absent from school, they must provide an explanation for their absence via the VSWare app.

This app can be downloaded from the google play store or the app store.

All explanations for absenteeism must be submitted by 8.30 am.



## Late for School

Doors to the school automatically lock at 9.00am, if a student arrives after this time, they must present to the main office to sign in late. An explanation for the lateness is to be submitted on VS ware. The student is not permitted to class unless they have signed in at the office.

## Leaving School - Appointments

A student who wishes to leave school at any stage during the day to attend an appointment or any other reason must have submitted a request via the VS Ware app to the year head by 8.30 am. Once this is approved the student can attend the main office to be collected and sign out.

## Leaving School - ILL

If a student is ill they may at the permission of the class teacher go to the office. A member of the office staff will contact the Parent/Guardian For health and safety reasons students are not permitted to contact home directly if feeling unwell



## School Lockers



- Each student is provided with a locker and combination lock to store their books and other belongings.
- It is important to keep the locker tidy and organised so that books can be found quickly and easily.
- Place books by size in a standing position.
- Make sure that the side of the books with the title displayed is facing outwards.
- Before 9am each morning get your books and other materials needed for the first three classes from the locker.
- At small break get the books for the next three classes.
- At lunch get the books for the next three classes.
- Use the bag rack to store your PE bag



## School Journal

► The school journal is very important and must be kept clean, neat and free from scribbles as it is checked by parents and teachers on a weekly basis.

► The Journal is used each day by students to record homework.

► The Journal is used by parents and teachers to communicate messages between home and school.

► When you get your journal put your name, personal data and class details on it.

► Write in your timetable as the journal has to be brought each day to every class to record homework.

► At the start of the week write in all your subjects for each day in that week.

► Each day record the homework (both written and learning) for each subject.

► As you complete each piece of homework tick it off.

► Your journal needs to be signed every week by your parents/guardians.

