

Parents/Guardians

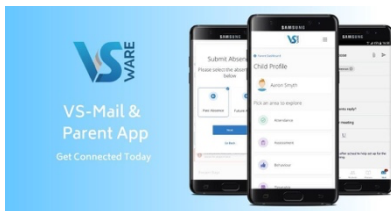
Frequently Asked Questions

What are the ways to get in touch with the School?

The main ways to get in touch with the school are

Telephone:		Main Office 094 - 9630235
Email:	Principal	Mr. McDonagh principal@ballyhauniscs.ie
	Deputy Principals	Ms Macken o.macken@ballyhauniscs.ie
		Mr. McGarry p.mcgarry@ballyhauniscs.ie

VSWare App:



Parents/Guardians can communicate with Yearhead, school secretaries and Management through the School App VS ware

Absenteeism notes can be submitted via the VS ware App
Permission to attend appointments etc can be submitted via the app for approval

Please view our helpful Guide on how to setup VS ware App on your device.

It is very important that all requests are submitted via the App by 8.30 am of the morning on the appointment.

What do I do if I need to collect my child early for an unscheduled appointment?

If you need to collect your child early for an unscheduled appointment, please call the office at 094 9630235 as soon as possible. We will ensure your child receives the message. For student safety, it is essential that a parent or guardian collects the student directly from the office and signs them out before leaving the school.

What do I do if my son/daughter has lost an item?

If your son or daughter has lost an item, they should first retrace their steps to search for it. If the item is turned in to the office, the student will be notified. With over 750 students at Ballyhaunis Community School, we strongly recommend labelling all books and personal items with your child's name to help recover lost property more easily.

What do I do if my child has forgotten an item for school (e.g. lunch/books etc) and I want to drop up to the school for them?

If your child has forgotten an item (e.g., lunch or books) and you'd like to bring it to the school, please drop it off at the office. Students can collect forgotten items during break times or at the end of the school day, as we cannot interrupt classes for these deliveries.

My child has an underlying medical condition what do I do?

If your child has an underlying medical condition, please inform the school at the time of enrolment. If a condition develops or is diagnosed during your child's time at Ballyhaunis Community School, notify the school management or year head promptly. The welfare of each student is a top priority for us at BCS.

My child has a learning difficulty what do I do?

If your child has a learning difficulty, please inform the SEN (Special Educational Needs) department and school management at the time of enrolment. Be sure to provide any relevant reports or documentation as soon as possible to ensure appropriate support is in place for your child.

What do students do if they feel ill during the school day?

If a student feels ill during the school day, they should inform their class teacher or Year Head and then go to the office, where the secretary will contact a parent or guardian. Please ensure you have access to your mobile phone during school hours in case of illness or emergency.

For student welfare, all calls home must be made through the school office, as students are not permitted to use their mobile phones to contact home directly. Additionally, it's essential that a parent or guardian collects the student from the office and signs them out before they leave the school grounds.

As a reminder, please avoid sending your child to school if they are unwell.

Can I come to the school to see Teacher/Year Head/Deputy Principals/Principal?

To meet with a Teacher, Year Head, Deputy Principal, or Principal, you must schedule an appointment in advance, as we cannot accommodate unscheduled meetings. To arrange an appointment, please contact the office by phone, email, or through the VSware app.

What if my child wants to change subjects?

Requests for subject changes must be submitted in writing or via email to the student's Year Head. Please note that there are cut-off dates early in the school year for making subject

changes. If space is available in the desired class, and class size permits, the change will be arranged.

What happens if my child comes late to school?

Students who arrive late to school should report to the Main Office to be registered as late. Please provide an explanation for the lateness via the VShare app. We encourage students to be punctual and to arrive by 8:50 am to allow time for locker visits and book preparation. Your support in promoting good timekeeping with your son/daughter is greatly appreciated

How do I find out about important dates in the school year (e.g. midterm breaks etc)

All important school dates for the year can be viewed on the school calendar, available on our website at www.ballyhauniscs.ie or through the VShare app.

How does the school get in touch with me?

The school contacts parents/guardians through text message, phone, post, or the VShare app. Please ensure your contact details are up to date to receive important communications.

I am having difficulty using Way2Pay online payment system to pay for a school related activity, what should I do?

If you are having difficulty using the Way2Pay online payment system, please contact the school by phone or email for assistance. The school uses Way2Pay to collect admin fees, exam fees, and other payments throughout the year. A payment link will be sent to the mobile phone number provided on your child's enrolment form. If you encounter any issues, we are happy to support you with using the system.



Please note that if you change your mobile number at any time during your child's time at BCS, you must inform the school office so that our records can be updated.

It is crucial that we have the correct contact details for parents/guardians at all times, especially in case of an emergency.

