

## **School History**

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*Ballyhaunis Community School was founded in 1977 when the Mercy Convent, Vocational School and St Patrick's College amalgamated. The Mercy Convent Secondary School opened in 1954 and was located in the grounds of the present St Joseph's Primary School, Bridge St, Ballyhaunis. The Vocational School was located where Manor Brook Housing Estate now stands, and was built in 1941. St Patrick's College was on the site of the playing areas at the front of the present school and was opened in 1941. The present Community School caters for all the second level needs of the students in the catchment area and offers a wide curriculum reflecting the traditions of the previous schools. The school also offers an extensive range of Post Leaving Certificate Courses.*

## **Mission Statement**

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*"We in Ballyhaunis Community School are committed to fostering the holistic development of each individual.*

*We aim to promote equality for all and respect for one another and our environment and to give each person the opportunity to reach his/her full potential.*

*While valuing our traditions we encourage innovative curricula to achieve these aims in a safe caring and ordered manner in partnership within the school, with parents and with the broader community"*

## **School Uniform**

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***Junior Boys : Maroon jumper with crest, mid-grey trousers, grey shirt and plain black leather shoes.***

***Junior Girls : Maroon jumper with crest, plaid skirt, cream blouse, black shoes and black / navy socks. Navy trousers (Arthur's Court model no. 222W) may be worn instead of a skirt.***

***Senior Boys, Transition Year /L.C.A Boys : Navy blue jumper with crest, mid grey trousers, grey skirt and plain black shoes.***

***Senior Girls, Transition Year /L.C.A Girls : Navy blue jumper with crest, plaid skirt, cream blouse, black tights / navy socks and plain black shoes. Navy trousers may be worn instead of a skirt.***

- Canvas shoes / Runners or boots are NOT permitted***
- Jeans or tracksuit bottoms are Not permitted***

***N.B. A white T Shirt, without a collar, may be worn inside the shirt or blouse. The school reserves the right to decide which current items of fashion (jewellery, footwear, hairstyles, etc.) are acceptable at any time.***

***P.E Uniform : Plain grey polo shirt or sweat shirt. Plain navy tracksuit bottom or shorts.***

## **Principal's Message**

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*I would like to welcome you to Ballyhaunis Community School prospectus which I hope will give you a flavour of our school and the various programmes and courses we offer. Whether you are a parent of a child who is about to embark on the great journey of second level education or an adult interested in our further education programme I hope you find something of interest to you and that is suitable to your needs. Ballyhaunis Community School is a co-educational and multi-denominational school that provides an appropriate education for all students regardless of race, creed or ability. The school offers the Junior and Leaving Certificate programmes, Transition Year (TYP), Leaving Certificate Vocational Programme (LCVP), Leaving Certificate Applied (LCA), Special Needs Support and Further Education (PLC) programmes. Ballyhaunis Community School's core mission is the provision of a quality learning environment for all members of the school community. This is achieved by providing a wide range of opportunities for learning both inside and outside the classroom. Ballyhaunis Community School has served the community for over 30 years with many of its past pupils achieving both national and international success. I invite you to browse through the prospectus and if you find what you think suits your needs contact us and we will be happy to talk to you.*

DAVID MC DONAGH

## **School Details**

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**Address :**

*Knock Rd. Ballyhaunis, Co. Mayo*

**School Day :**

*Monday - Friday 9.00 am - 3.50 pm*

**School Office Hours :**

*9.00 am - 5.00 pm*

**School Telephone Numbers :**

*0949630235 / 0949630247*

**School Website :**

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

**Lunch Break :**

*1.10 - 1.50*

**School E-Mail Address :**

*[principalballyhauniscs@eircom.net](mailto:principalballyhauniscs@eircom.net)*

**School Fax Number :**

*0949630777*

## **Admissions / Enrolment Policy**

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*An extensive Admissions Policy document (along with all School Policies) is available on our school website..... [www.ballyhauniscs.ie](http://www.ballyhauniscs.ie)*

*The following details are required for enrolling a student in the school :*

- 1. Birth Cert.*
- 2. Copies of any psychological reports for students who have undergone assessment.*
- 3. Family Bus Ticket Number (if they, or any member of the family, is using school transport)*
- 4. PPS Number (available from Social Welfare Office, Castlebar 094 9034280 or Claremorris 094 9372500 or Swinford 094 9252800 or Castlerea 094 9625070).*

### **Enrolment Requirements**

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*First Year Students.*

- 1) Students in the 6<sup>th</sup> class standard in the Primary School who will have reached the age of 11 years and 8 months on September of the year of induction.*
- 2) Students in 5<sup>th</sup> standard in the Primary School who have reached the age of 13 years by September 1<sup>st</sup> on the year of induction.*
- 3) Students will be accepted into all classes subject to provision of a satisfactory school report and a certificate of character from the school they are leaving.*
- 4) All eligible students are accepted into the school.*
- 5) Students whose discipline record is unsatisfactory may be requested to re-apply for admission. Re-admission will be at the discretion of the school authorities.*

### **Transport**

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*To be eligible for free transport a child must :*

- a) Enrol for an appropriate course in a recognised Secondary School, Secondary Top, Vocational, Comprehensive or Community School*
- b) Be not less than 12 years of age on January 1<sup>st</sup> of the year of entrance.*
- c) Have completed sixth standard in a primary school, or its equivalent.*

*Live three miles or more from the nearest school providing free post-primary education. This is the distance measured by the shortest walking route.*

## **The School Day**

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*Students are expected to be on the school premises by 8.50a.m so as to have their books and class equipment organised for classes which commence at 9.00a.m. A list of absent students is sent to the office by each class teacher during the first class period. Students who arrive late to school must present a note of explanation (written and signed by a parent/guardian) upon arrival. Students who habitually arrive late to school will not be permitted to join the first class (first two in the case of a double class) and will remain at the office. Parents/guardians will be issued with the school's standard letter of notification regarding lack of punctuality.*

*The second roll-call is done at assembly which takes place at the end of the third class period, at 10.55a.m. Students are required to attend assembly punctually. Relevant announcements will be made at assembly, uniforms will be checked and students are required to present notes explaining absences or notes requesting permission to leave the school to which ever teacher is conducting the assembly; once this teacher signs the note it should be presented to the Principal or Deputy Principal who will inspect the note and give the student permission to sign out if he/she deems this appropriate.*

*No student should leave the school without (i) permission from the Principal or Deputy Principal and (ii) signing out at the office.*

*Notes requesting permission to leave the school must be written and signed by a parent/guardian and must be submitted on the official school produced slips posted annually, in August, to all homes. If a parent/guardian wishes to collect a student from the school during the course of the school day he/she must call to the school office. This is for the protection of students, so as we, who are in 'loco parentis' know with whom a student is leaving the school*

*Students who may become ill during the school day must report to the office. Only office personnel may contact parents/guardians regarding the collection of ill students.*

*School attendance is monitored by the year heads at school level and nationally by the National Educational Welfare Board. All schools are legally bound to report unacceptable levels of attendance to the NEWB. In cases where a student's attendance is not as required the year head notifies the parents/guardians of this.*

*Lunch break commences at 1.10p.m. and runs until 1.50p.m. Sandwiches, soup, some hot food as well as tea and coffee are available from the school shop. Senior students are permitted to leave the premises at lunchtime with written parental permission, which must be submitted to the year head annually at the start of the school year. Students who leave the school for lunch must be back on the school premises by 1.45p.m., at the very latest. Students who do not adhere to these conditions may have the school's consent to their leaving for lunch rescinded.*

*School finishes at 3.50p.m. Students whose buses do not collect them immediately may remain on the premises until they are collected provided that they behave in a safe and orderly fashion. Evening study commences at 4.10p.m. and finishes at 6.10p.m.*

### **School Closures**

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*The school year has been standardised by the DES for some time now; the relevant opening and closing dates are available on the DES website ([www.education.ie](http://www.education.ie)). Parents/Guardians are notified about locally planned school closures through the school calendar or periodic school newsletter, where we know the dates at the time of going to press. In other circumstances written notification will be sent via the students. It is only in exceptional circumstances, where we might have to close the school on Health & Safety grounds, that written notice cannot be guaranteed. End of term exams take place on the week prior to closing at Christmas and for the summer holidays, with the exception of first year Christmas tests which take place early in December. Students are generally notified of the schedule of tests two weeks before the commencement of the exams. Due to spatial constraints it is necessary to stagger the holding of these exams.*

### **Games, Field trips, Extra curricular Activities and out of school but school-related activities**

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*For insurance purposes each parent/guardian is required to sign a 'Permission to go on school outings' slip for their son/daughter when he/she commences school here. This form is available in the students homework journal and should be submitted to the year head. Students are bound by the usual school rules and code of discipline when on such outings.*

### **Code of Discipline**

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*The Code of Discipline is to be found on pages 21-22 of this booklet. The main school rules are summarised on Pg23 of this book. Parents/Guardians are required to sign the agreement to support the school in its implementation of these rules and the code of discipline. This document is available on Pg24 and should be completed by parents/guardians and returned to the Year Head on the student's first day in school.*

### **Books**

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*School books and stationery are to be provided by parents/guardians. New books may be purchased from the school shop and there is a facility to buy & sell second-hand books in the school each September. Currently there is no book grant scheme. Teachers endeavour to minimise the changing of text books so as second hand books can be used as often as possible. Students in exam years will be required, during the*

*course of the year, to buy a book of past exam papers for each exam subject they are studying.*

### ***Exam Fees***

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*Fees are payable to The State exams Commission for all state exams. Students who have medical cards are currently exempt from payment of these fees upon production of their medical card number to Mrs Devine, the school's exam secretary. The payment for the purchase of 'Mock' exam papers and for the correction of same is the responsibility of parents/guardians. The school does not have funding to pay for these and having a medical card is of no benefit for 'mock' exam costs. At the start of each school year exam students will be required to pay €5 towards stationery for use during the 'mock' exams.*

### ***Students' Property***

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*Each student is responsible for his/her own property. The school rents lockers to students at an annual cost of €10. Rental of a locker is compulsory, as is the provision and maintenance of a strong padlock. PE gear, books, folders & class equipment should be kept in a locked locker when not in use. The school is not responsible for items removed from unlocked lockers.*

### ***Financial Contributions***

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*Students are required to pay a €5 contribution towards the annual cost of postage on their return to school after the summer holidays each year. Additionally we may request a voluntary contribution from parents/guardians throughout the year. Any such request will be made in writing.*



***Metalwork Students***

***Woodwork Students***



## Curriculum

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### Junior Cycle

*Pupils entering first year are starting the Junior Certificate Course as laid down by the Department of Education. Each student in first year will take a wide range of subjects which will include languages, social sciences, art and cultural subjects, applied sciences, physical education and religion.*

#### First Year Subjects

<i>Irish</i>	<i>English</i>	<i>Maths</i>
<i>French</i>	<i>Music</i>	<i>Science</i>
<i>Religion</i>	<i>Business Studies</i>	<i>Technical Graphics</i>
<i>History</i>	<i>Home Economics</i>	<i>Art</i>
<i>Materials Technology -Wood</i>	<i>Materials Technology -Metal</i>	<i>Geography</i>
<i>C.S.P.E / S.P.H.E.</i>	<i>P.E.</i>	<i>I.T.</i>

*At the end of first year the Career Guidance Counsellor assisted by the teachers will be in a better position to advise parents and students on the most suitable choice of subjects.*

#### Second and Third Year Subjects

##### Core Curriculum :

<i>Irish</i>	<i>English</i>	<i>Maths</i>
<i>History</i>	<i>Geography</i>	<i>Science</i>
<i>Religion</i>	<i>P.E.</i>	<i>C.S.P.E , S.P.H.E</i>

*Three choices from : French, Home Economics, Technical Graphics, Business Studies, Art, Materials Technology - Wood, Materials Technology - Metal*

### Senior Cycle

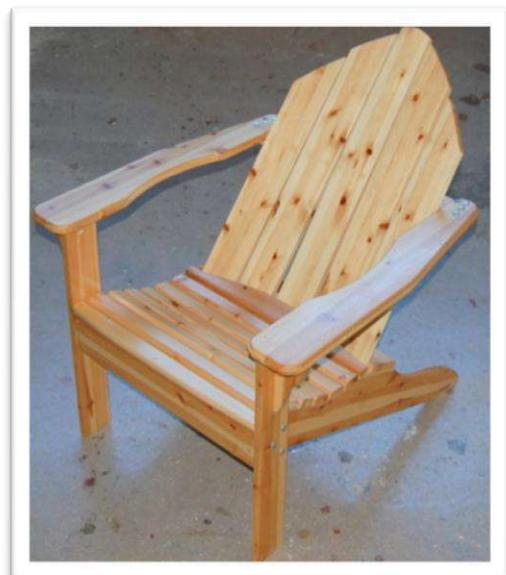
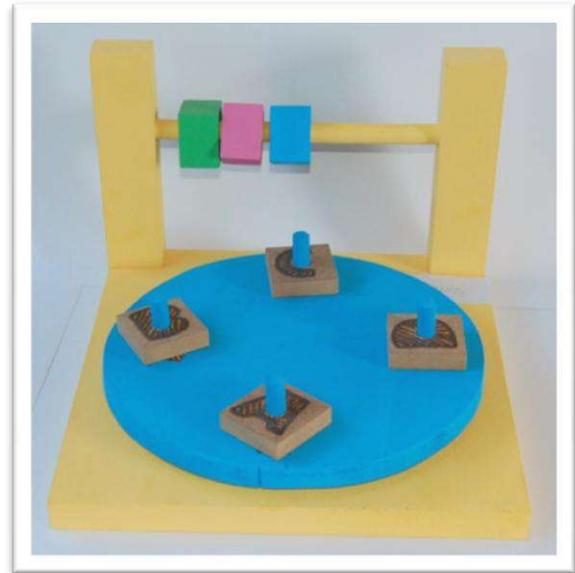
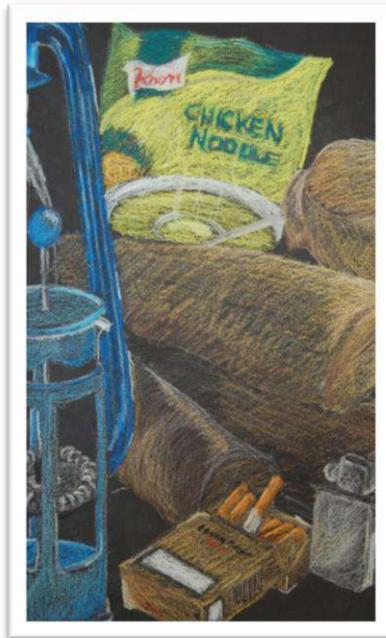
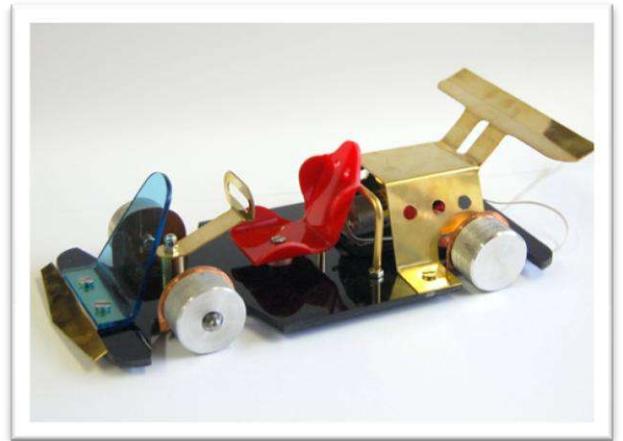
##### Core Curriculum for Leaving Certificate :

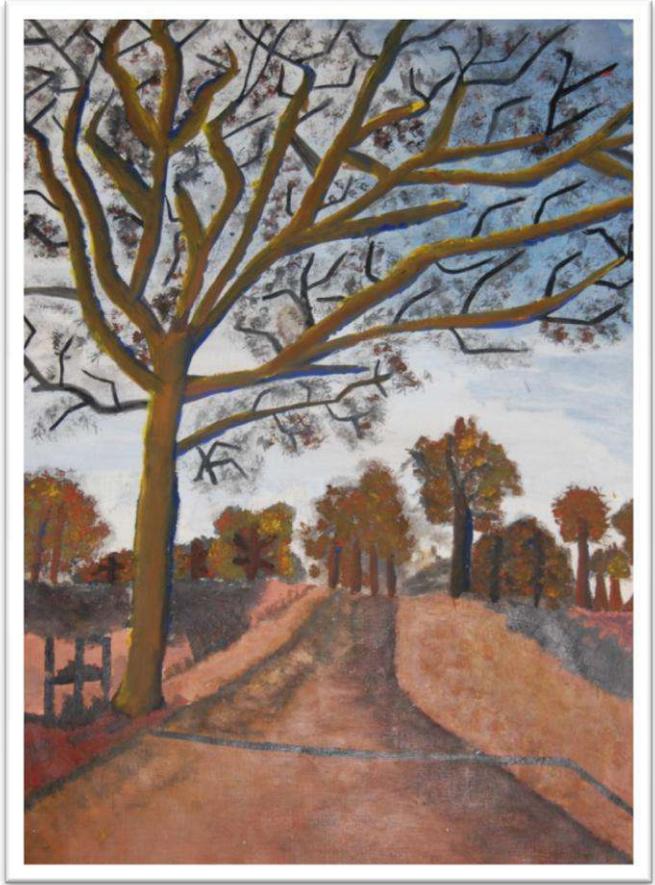
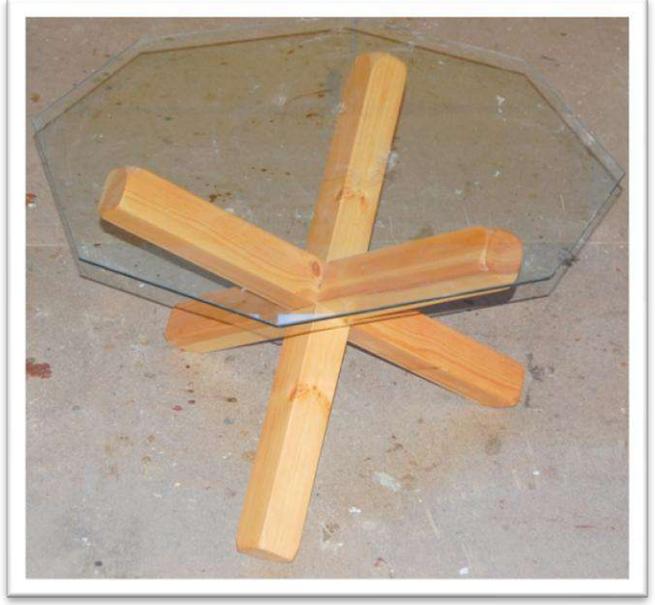
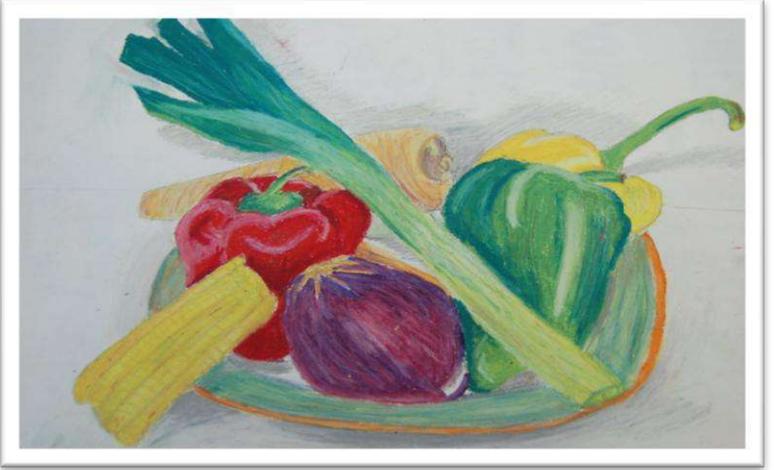
*Irish, English, Mathematics, Religious Education, Career Guidance and Computers. In addition a choice will be available from the extensive range of option subjects currently offered to students. Students pick four subjects from the following list.*

<i>Art</i>	<i>Accounting</i>	<i>Agricultural Science</i>
<i>Biology</i>	<i>Business</i>	<i>Construction Studies</i>
<i>Engineering</i>	<i>French</i>	<i>Geography</i>
<i>History</i>	<i>Music</i>	<i>Social +Scientific</i>
<i>Physics / Chemistry</i>	<i>Design +Communication Graphics</i>	<i>P.E. (4<sup>th</sup> Yr)</i>

# Project Gallery

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## **Transition Year Programme**

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*The Transition Year is a year between the end of Junior Certificate and the beginning of Leaving Certificate. The Transition Year programme aims to promote the personal, social, educational and vocational development of students. We hope to enable students to take a greater responsibility for their own learning and decision making. Through work experience we will prepare students for the world of work and we will develop their role as autonomous participative and responsible members of society. The school recognises that Assessment is an integral part of the teaching and learning process – Assessment and certification within Transition Year is school-based.*

*Forms of Assessment may include:*

- *Written assessments*
- *Practical work*
- *Oral assessment*
- *Project work*
- *Portfolios*
- *Exhibitions*

*A formal presentation of Transition Year certificates within the school can be a very affirming experience for students. An end of year presentation will be held for parents, students and teachers.*

## **Student Council**

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*A students council, comprising of a number of students from each year serves to represent student views, organise cultural activities within the school and affords all, especially the students involved, the opportunity of developing leadership skills. Class groups are afforded the opportunity to meet regularly with their representative to the council.*



**Information Technology Room**

## ***Leaving Cert Applied***

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*The Leaving Cert Applied is a distinct, self contained two year programme aimed at preparing students for adult and working life. It is an innovative programme in the way that students learn, in what they learn and in the way their achievements are assessed. It is intended to meet the needs of students who are not adequately catered for by the other Leaving Certificate Programmes. The two-way programme consists of four half year blocks called Sessions and achievements are credited in each of these Sessions.*

*Courses offered are in three main areas.*

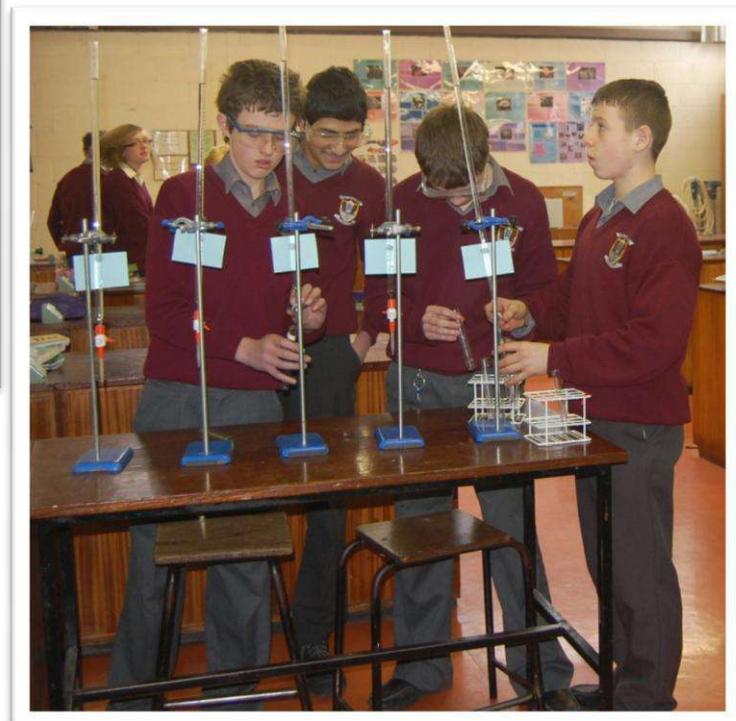
- **Vocational Preparation**  
*Focusing on preparation for work and work experience.*
- **General Education**  
*Giving students general life skills.*
- **Social Education**

*Students who successfully complete the programme will receive a Leaving Certificate which will be awarded at three levels - Pass, Merit and Distinction. A student can proceed to further education through the vast majority of Post Leaving Certificate Courses (PLC) which are available in Second Level Schools and Colleges. These courses lead to a National Certificate Level 2, awarded by FETAC.*



**Second Year Home Economics**

**Second Year Science**



## **Special Needs Department**

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SNA = Special needs Assistant    NCSE = National Council for Special Educational needs    NEPS = National Educational

SEC = State Exams Commission    DES = Department of Education & Science    Psychological Service

***One of the key areas in the school, the Special Needs department caters for students who, for one reason or another, are finding it difficult to cope with some area(s) of the curriculum. For these students we provide the services of trained Learning Support / Resource teachers who will assess the particular needs of the students assigned to them and, in keeping with current legislation, accordingly devise a plan of work best suited to the learning strengths of the students involved.***

***Students in need of such support with learning are taught in smaller groups, by a team of teachers, using materials appropriate to their needs. Teachers will regularly assess the progress being made by students and will endeavour to enable the students to return to mainstream classes, if and when possible. Some students may qualify for the services of an SNA. The provision of the services of an SNA is at the discretion of the NCSE. The school has the limited service of a NEPS psychologist which enables us to have a small number of psychological assessments carried out annually.***

***Reasonable Accommodations for State Examinations: There is a facility provided by the SEC whereby students who have been psychologically assessed as having a learning disability or having special needs, and for whom the school has current copies of psychological reports, to make application for special consideration for the state examinations. This facility also exists for students with certain medical conditions. Applications for Reasonable Accommodations are made by the school's Special Needs / Learning Support team.***

***As one of the cornerstones of the school the Special Needs department works in close collaboration within the school with school management, the Guidance Counsellor and the Chaplain(s), as well as Class Tutors and Year Heads. This team endeavours to employ a holistic approach to the students in their care and therefore also works in conjunction with relevant outside agencies and personnel.***

## **Traveller Education**

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***The DES provides some additional teaching resources to supplement general Traveller education. The school uses these hours to provide additional tuition for Traveller students who may need extra support with learning. School management decides on how and when these resource hours are allocated. School personnel work in conjunction with the Visiting Teacher for Travellers so as to maximise the benefit Traveller students get from their time in school. In addition to the pastoral care Traveller students receive by virtue of their being students here, the school endeavours to allocate one or two teachers annually to take particular responsibility for the pastoral care of Traveller students.***

## ***International Students***

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***Many international students are now attending our school. In accordance with DES regulations tuition is provided in the English language for international students who have an English deficit. As with all students, school management will decide on the class placement of international students within the school. Each year a particular teacher in the school has responsibility for the co-ordination of the programme for international students. The school liaises with appropriate outside agencies so as to enhance the educational provision and pastoral care for students who are not native English speakers. In keeping with the school's mission statement and its policy on pastoral care, assistance is given to international students to help them with integration. One teacher has overall responsibility for their welfare but all school personnel are mindful of their particular needs.***



***Second Year students, Momna Shafiq, Jack Hughes and Asia Tayyab celebrating 'Multicultural Day' to recognise the diverse range of cultures which exist in our school***

## ***Home School Links***

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***Home - School links keep parents and teachers in touch with students' progress at home and at school. Parents are always welcome to come to the school to discuss the students' progress or get an individual assessment.***

**Please ring for an appointment : (094)9630235 / 9630238**

***The following occur on a regular basis :***

- Parent / Teacher Meetings***
- Christmas and Summer comprehensive examination reports***
- Parents association meetings***

## **Behaviour Code**

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- a) Pupils must be co-operative, good mannered and respectful to all members of staff and visitors to the school, as well as to one another.*
- b) Common courtesies must be exercised at all times.*
- c) Disruptive behaviour must not occur as it interferes with rights of others.*
- d) Attendance and Punctuality at all times is essential.*
- e) No smoking by pupils in the school buildings or on the school grounds. It is prohibited by law.*
- f) No substances abuse : Having, using or distributing harmful or illegal substances/ alcohol in the school or on the school grounds is strictly forbidden.*
- g) School Uniform as specified in the School Rules must be worn at all times, except in exceptional circumstances.*

## **Procedures for dealing with Indiscipline**

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- The Principal or Deputy Principal meets with Year Heads every week to review and discuss matters pertaining to the welfare and discipline of students. Each teacher has the responsibility for the maintenance of discipline within his/her class using the following strategies ; Reasoning, Reprimand, Extra Work, Loss of Privileges, Detention, Assessment.*
- The teacher should keep written records and/or Incident Report Forms of repeated disruptive behaviour.*
- Class teachers or Year Heads may refer students to members of the Pastoral Care Team for help and advice.*
- Where a pupil's behaviour is interfering with the rights of other students, the teacher may remove the student from the class to the Study Area, via the Principal or Deputy Principal.*
- Where a student continues to disrupt class or where his/her performance or behaviour is unacceptable the following procedures may apply :*
  - a) Parents are notified by teacher/s of their concern, asking them to advise student.*
  - b) The teacher may request a full assessment of the student.*
  - c) Parents are requested by teacher/s to come to the school to meet teacher/s and Year Head.*

- d) Detention, Report Sheets and withdrawal of privileges may be used at any stage.**
- e) The Principal may suspend a pupil. Written notification of suspension will be forwarded to parents. Parents have the right to appeal such a decision to the Board of Management.**
- f) Immediate suspension may be used in cases where Health and Safety is an issue. Suspension is a serious sanction and is normally used when all other options have failed or for a very serious offence**
- g) Expulsion is the most severe sanction available. It may be used for very serious breaches of discipline or particularly where the rights of other students are being denied because of continued disruptive behaviour.**

## **Sport and Physical Education**

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**The Junior Cycle Physical Education Programme (JCPE) draws elements from a broad range of activities, including games (indoor and outdoor), athletics, gymnastics, adventure activities, health related activities, dance and water based activities. The programme is designed to help develop students physically and mentally but also to help with social and confidence issues through the fun medium of sport. It also helps to develop tolerance and respect for the values and beliefs of others. In a world that is becoming more and more demanding and stressful this fun and exciting learning medium is becoming increasingly important in students educational lives. Statistics recently revealed about increases in health related diseases such as diabetes, heart disease, obesity (etc) have prompted us at Ballyhaunis Community School to install a fully equipped fitness studio; students lives have ever increasing demands on time, energy and our hope is that this facility in conjunction with our broad based extra curricular sports activities (soccer, GAA, badminton athletics etc) offers both senior and junior cycle students every opportunity within school time, to develop a competence and confidence in sports related activities, as well as a balanced lifestyle.**



## **School Rules**

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- 1. School Uniform as specified must be worn at all times.**
- 2. Each junior pupil must use a journal to record homework to be checked by parents and teachers. Senior students must use a career's journal.**
- 3. Pupils on return from absence from school must bring a note of explanation to their Year Head. For persistent breaches of this rule students may not be admitted to class until contact is made with the parents/ guardians of the individual.**
- 4. Late arrival is disruptive and unacceptable. Pupils arriving late must sign a 'late book' at the office. A written explanation for lateness must be submitted by parent(s) / guardian(s). Notes must be submitted on the school forms sent out to each home, every August.**
- 5. Students may not leave the school without written permission from their parents, to be given to their Year Head. They must also get permission from the Principal or deputy Principal before signing out.**
- 6. If a class is in progress students must knock on entry. The bell is a reminder to the teachers only that class is over.**
- 7. Students are strictly forbidden to enter specialist rooms without a teacher.**
- 8. Tippex and Chewing gum are not allowed in the school.**
- 9. The side of the school facing Knock, including the Gymnasium, is 'out of bounds'. The playing fields at the back of the Gymnasium are also a 'no-go' area when students are unsupervised.**
- 10. Students are not allowed to use mobile phones in the school. Confiscated phones may be held for up to two weeks.**
- 11. Students involved in incidents of indiscipline during break times may be asked to leave the school grounds during lunchtime.**
- 12. In the interests of Health and Safety students should not wear jewellery to school.**
- 13. Junior Cycle students are required to sign the 'Classroom Behaviour Agreement' annually, from P5a of their journal.**
- 14. Homework – A 'Homework Agreement' is to be found on P4a of the Students Journal and must be signed annually by Junior Cycle Student.**

