



Contact details

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**Ballyhaunis
Community School**

1st Year

Welcome Guide

2026 - 2027



Key Personnel for 1st Year Students

Principal	Mr. D. McDonagh
Deputy Principals	Ms. O. Macken Mr. P. McGarry
Yearheads	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. S. Gibbons Ms. M. Connaughton Ms. N. Iqbal
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

A Senior Mentor will be assigned to each first year 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: 9.00am – 11am
- **3** mid-morning before lunch: 11.20am – 1.20pm
- **3** in the afternoon: 2.00pm – 4.00pm

Year Heads will regularly visit classrooms to check in with students, address any discipline concerns, and share important information. This also provides an opportunity for students to speak with their Year Head if they have any issues.

- Morning break is 11.00am until 11.20am.
- Lunch is from 1.20pm until 2.00pm.
- School finishes at 4.00pm Monday to Thursday.
- Friday, school finishes at 1.20pm
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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.

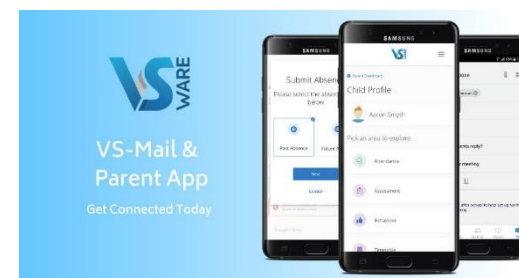
It is recommended that every student attach the timetable to the inside of your locker.

Sample of 1st Year Timetable

	Monday	Tuesday	Wednesday	Thursday	Friday
09:00	PE 1PE-A SYM 1 E. Ronayne	His 1His-A G2 O. Phillips	Sci 1Sci-A F3 A. O'Brien	His 1His-A G2 O. Phillips	Eng 1Eng-1.1 B4 A. Hegarty
09:40	PE 1PE-A GYM 1 E. Ronayne	Geo 1Geo-A A5 G. O'Loughlin	Sci 1Sci-A F3 A. O'Brien	SPHE 1SPHE-A B4 M. Quinn	Mat 1Mat-2.1 A4 F. Gormally
10:20	Inf 1Inf-A C3 M. Flaherty	CSPE 1CSPE-A C4 G. Murray	Eng 1Eng-1.1 H3 A. Hegarty	Eng 1Eng-1.1 H3 A. Hegarty	Geo 1Geo-A A5 G. O'Loughlin
11:00					
11:20	Fre 1Fre-9.1 G1 C. O'Grady	Mat 1Mat-2.1 A4 F. Gormally	Inf 1Inf-3.1 F1 C. O'Grady	WoodT 1WoodT-8.6 D3 S. Folan	Inf 1Inf-3.1 F1 C. O'Grady
12:00	Mat 1Mat-2.1 A4 F. Gormally	Rel 1Rel-A A4 B. Waters	His 1His-A G2 O. Phillips	WoodT 1WoodT-8.6 D3 S. Folan	Rel 1Rel-A A4 B. Waters
12:40	Inf 1Inf-3.1 F3 C. O'Grady	Eng 1Eng-1.1 H3 A. Hegarty	Mat 1Mat-2.1 A4 F. Gormally	Rel 1Rel-A A4 B. Waters	WoodT 1WoodT-8.6 D3 S. Folan
13:20					
14:00	Sci 1Sci-A F3 A. O'Brien	V. Art 1V. Art-7.4 EG ART M. Flaherty	V. Art 1V. Art-7.4 EG ART M. Flaherty	Mat 1Mat-2.1 A4 F. Gormally	
14:40	Per 1Per-A B1 Caroline McGuire	V. Art 1V. Art-7.4 EG ART M. Flaherty	Fre 1Fre-9.1 F7 C. O'Grady	Geo 1Geo-A A5 G. O'Loughlin	
15:20	Eng 1Eng-1.1 H3 A. Hegarty	Inf 1Inf-3.1 D3 C. O'Grady	Fre 1Fre-9.1 F7 C. O'Grady	Inf 1Inf-3.1 F3 C. O'Grady	

Absent from School

If a student is absent from school, they must provide an explanation for their absence via the VS.Ware 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 on the day of the absence.



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 with an explanation. The student will sign in at the main office before reporting to class.

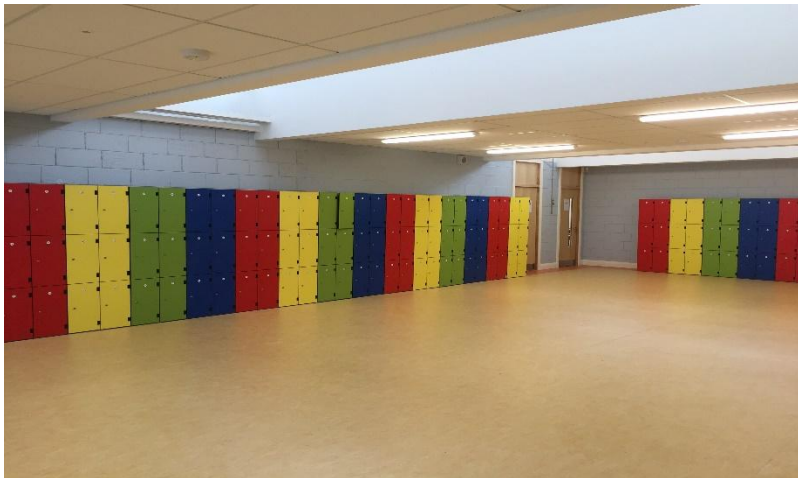
Leaving School - Appointments

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 VSWare app to the year head before 8.30 am. Once this is approved the student can attend the main office to be collected and signed 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.

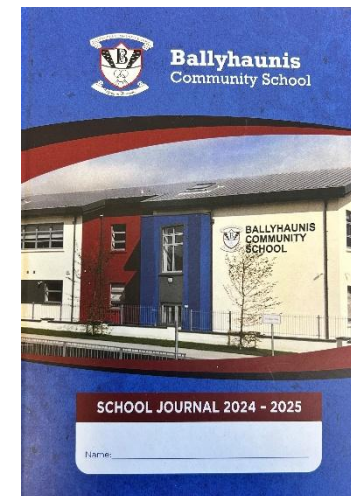
► Write in your timetable as the journal has to be brought each day to every class to record homework.

► 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.



BCS FLOOR PLAN

