



Scoil Chonglais Post -Primary School

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Scoil Chonglais Post Primary School,
Baltinglass, Co. Wicklow, W91 H5XC



BORD OIDEACHAIS AGUS OILIÚNA
CHILL DARA AGUS CHILL MHANTÁIN
KILDARE AND WICKLOW
EDUCATION AND TRAINING BOARD

Mission Statement

Scoil Chonglais is a warm, caring, and welcoming school in which all students are valued and respected. We provide a positive, supportive, and inclusive learning environment, where students and their unique contributions are celebrated. We are committed to excellence in education and to empowering each student to reach their full potential.

School Motto

“Empowering Minds, Shaping Futures and Celebrating Success”

KWETB Core Values

Scoil Chonglais is a coeducational, multidenominational post primary school, under the patronage of KWETB. Our school community is committed to our ETB core values of Excellence in Education, Care, Respect, Equality and Community.



Dear Parent/Guardian,

I hope this letter finds you well and filled with excitement for the journey ahead as your son/daughter embarks on their secondary school educational journey with us. On behalf of the entire school community, I extend a warm welcome to you and your family to our school.

Starting secondary school is a significant milestone in a student's life, filled with opportunities for growth, learning, and discovery. As your son/daughter takes this next step in their educational journey, we are committed to providing them with a nurturing and stimulating environment where they can thrive both academically and personally.

At our school, we believe in fostering a culture of excellence, respect, and inclusivity. Our dedicated team of teachers are passionate about inspiring a love for learning and helping each student reach their full potential. Through engaging and innovative teaching methods, we aim to cultivate critical thinking skills, creativity, and a lifelong passion for knowledge.

Beyond academics, we value the importance of holistic development. Our comprehensive extracurricular program offers a diverse range of activities, clubs, and sports to cater to every interest and talent. Whether your child is interested in sports, arts, community service, or leadership, there is something for everyone to explore and enjoy at Scoil Chonglais.

We understand that the transition to secondary school can be both exciting and challenging, not only for students but also for parents but please be assured that we are here to support you every step of the way. Our doors are always open, and we encourage open communication between parents/guardians, teachers, and students to ensure a collaborative and enriching educational experience.

As we embark on this journey together, I encourage you to take an active role in your son's/daughter's education and school community. Your involvement and support are invaluable in helping us create a positive and nurturing environment where every student can thrive.

Once again, we welcome to our secondary school family. We are thrilled to have you with us and look forward to a rewarding and successful partnership in the years to come.

Warm regards,

Patrick Maguire

Patrick Maguire – Principal

Emma Fox

Emma Fox – Deputy Principal



Scoil Chonglais General Information

SCHOOL CALENDAR

The school calendar for the 2024/2025 school year which includes all the official school holidays (mid-terms, Christmas, Easter etc) will be available on our website in June.

TIMINGS OF THE SCHOOL DAY

The school opens at 8.15am and supervision is provided from then onwards. The school can take no responsibility for students who arrive earlier than this. School starts at 8.50am and ends at 3.40pm (1.05pm on a Friday).

SCHOOL JOURNALS & STUDENT EMAILS

All students will be given a school journal, Parents/Guardians are encouraged to check and sign the journal on a regular basis as it is important to check that homework is recorded and completed. All students will be given a school email and encouraged to use Microsoft Teams to engage with online learning and assignments.

1:1 STUDENT DEVICES

Our delivery in the classroom will be a combination of online and traditional teaching methods (blended Learning). We strongly recommend that each student have their own device and that it is purchased with Wriggle.

SUPERVISED STUDY

Supervised Evening Study is organised by the school and is paid for by the Parent/Guardian each term. Evening Study is open to all students in all year groups at a fixed fee per term.

SCHOOL PAYMENTS

All school payments will be made through the online system Way to Pay (which can operate through mobile phones). A text message with a payment will be sent out for all relevant payments.

SCHOOL FACILITIES

Scoil Chonglais is well equipped with the most modern facilities that include a Sports Hall and an Astroturf together with a Football Pitch, a Basketball Court, Science Labs, a Home Economics Room, two Woodwork Rooms and a Metalwork Room, an Assembly Area and numerous general classrooms, we also have a school canteen. But remember, Scoil Chonglais is expanding with an exciting new extension on the way!

LEAVING SCHOOL

All junior students are not allowed to leave the school premises during the school day (including break and lunch). This is in the interest of everybody's safety. If students are required to leave the school early, they must have a permission to leave note submitted from home via the School App.

MOBILE PHONES

Mobile phones are not allowed to be used under any circumstances on the school grounds as per school Code of Behaviour. All contact must be made through the school.



Digital tools & support at Scoil Chonglais

Dear Parent/Guardian,

One important support that your child will benefit from at Scoil Chonglais is the 1:1 device that they will use in order to learn about new topics, to study, to revise, and to prepare projects.

We are aware that all teenagers are spending more and more time on their phones, receiving non-stop alerts from apps such as Tik Tok, Snapchat and Be Real, to name a few. **The decision to use 1:1 devices in Scoil Chonglais was taken in order support learning while decreasing phone use.** Students regularly needs to consult different apps including MS Teams for notes and exam assistance, and for day-to-day class tasks. Students no longer need to use a phone in order to complete project work, and this means that they are spending more time away from social media with its distractions and pressures.

The laptop gives the students access to a long list of supports and resources, in order to aid their learning. This list includes audio visual materials, revision tasks, quizzes, ready-made notes on PowerPoint, as well as mock and past exam materials, and sample exam answers. Your son or daughter will work through 22 different CBAs (Classroom Based Assessments) at Junior Cert level. The 1:1 device serves to help your child, and it will give your child every advantage in preparing for exams at all levels.

Please note that the laptop must be purchased from the Wriggle.ie online store, using a code specific to Scoil Chonglais. The laptop is fully managed by Wriggle, for three years, as part of the terms of purchase. This means that your child can only download apps that are approved for education, and your child also avails of customer service for the laptop for the duration of their time up until they sit their Junior Cert exam.

We will confirm by text message in the coming days, the open dates of the Wriggle online store including the deadline for ordering. You will be issued with a specific code for Scoil Chonglais, which you use when making your purchase. The final cost includes the device itself, the managed service cost, and it also includes a protective case for the laptop. This total cost comes to €699, with options for finance available from Baltinglass Credit Union.

Your child's device will be delivered here to Scoil Chonglais in August. This will ensure ease of access for every student starting first year. We will support your child in accessing all learning materials, from their first login to their school account in September.

We will continue to work with your child and with you, to secure the best outcomes for your child. Please keep in touch.

Yours faithfully,

Emer Liston

Emer Liston, IT Co-ordinator, Scoil Chonglais



Scoil Chonglais - VSware Guide

This guide explains what details you need to get started, how to download and log into the Scoil Chonglais VSware and how to use on desktop computer/Laptop.

Please note: Even if you have multiple children at the school, you only ever need one account per parent. If you already have multiple accounts and sets of login details, contact the school who can fix this for you.

Vsware Setup

To access VSware, you will just need a username and password. If it is your first-time logging into VSware, the school must give you:

- Your unique username. For example this might be J.Bloggs
- You create your own unique password via the login screen (see below)

Downloading the app and logging in via a device (phone/tablet etc.)

- For Android devices: Visit the Google Play Store on your device and search for 'VSware'



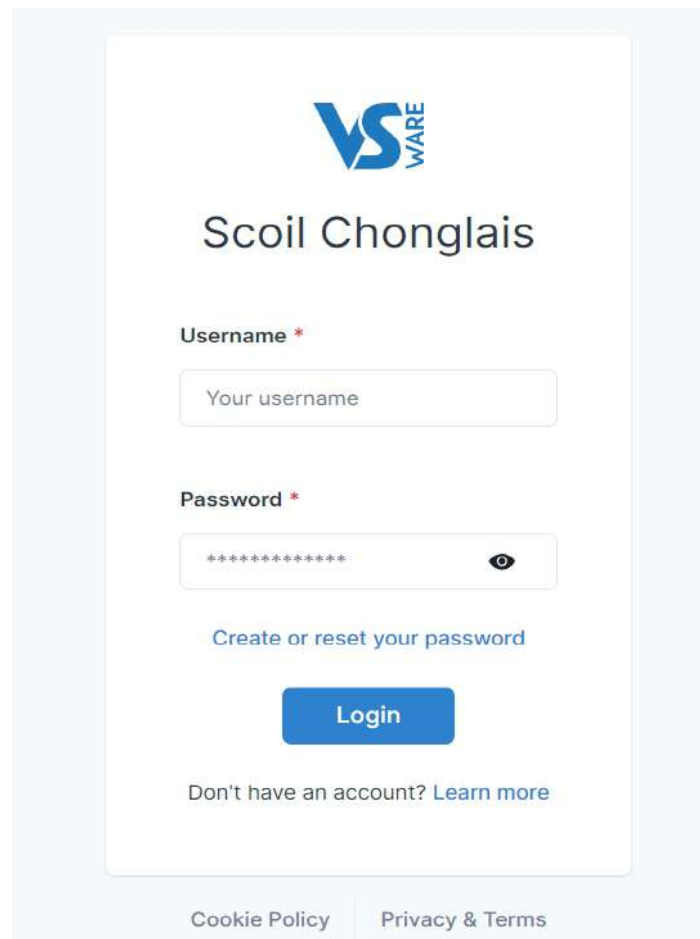
- For iOS devices (Apple): Visit the App Store on your device and search for 'VSware'
- Tap 'Install'
- Once the app is on your device, start typing the name of your school, then select it from the dropdown list when it appears.

When searching for your school, you can either type -

- the VSware URL i.e. <https://baltinglass.vsware.ie/>
- The school's name i.e.
- Enter your username and password and hit Login



A home screen (see below) will appear for you to generate your password.



How to create your password if you don't yet have one.

- If you don't yet have a password, click Create or reset your password
- Enter your username and the last 4 digits of your mobile number and hit Send Code
- You will receive an SMS code on your mobile phone which you then enter, along with your new chosen password. Follow the instructions on screen and hit Change Password
- You will be brought back to the login screen where you can enter your username, new password and hit Login

Logging into the Parent App via desktop computer / Laptop.

If you are using a desktop computer or laptop to access the Parent App, you will not need to download anything. You can simply log in via your browser.

- First, make sure you are using a modern browser. We recommend that you use Google Chrome, Safari or Microsoft Edge. We no longer support Internet Explorer or Firefox.
- Start typing the name of your school, then select it from the dropdown list when it appears.
- Enter your username and password and hit Login



Scoil Chonglais – School App Guide

The School's Official Platform - Everything in one place. Simple!

The App is the school's official platform. It is private and secure. Only current parents/guardians, students and teachers have access. Parents/guardians and students know with certainty that all school published information is available in the one place.

The features and functions include:

- **Communications**
 - Parents/guardians will only receive alerted Notifications which are relevant to them. Communications Notifications are used for publishing information on the day to-day administration of school.
 - The News feed is used for the general PR type of news.
 - Personal Notifications Private Message to a group or individual parent/guardian. This will only be visible to that user. The system includes a "read" flag when the notification is opened and read by the user.
 - Note from parent Parents/guardians can quickly and easily submit notes.
- **Digital Attendance Forms**
 - Parents/guardians MUST submit attendance forms through the App BEFORE 08:15am to allow school staff time to process the form. Security – PIN The App includes an optional 4-digit PIN security on all forms and payments. Parents/guardians can turn this on in their profile.
 - Forms include - Absentee Notes, Late Notes, Permission To Leave Early and Return after Absence
- **Digital Sign In/Out for Students**
 - Students arriving Late or Leaving Early MUST sign in/ out at reception.
 - Parents/Guardians Signing Out Students Parents/guardians are required to sign out students who are leaving school early.
 - A Permission to Leave Early form must be submitted for prior approval.

Registering for the App

1. You must have provided the school with a mobile number for each parent/guardian.
2. **DOWNLOAD** Scoil Chonglais from App Store or Google Play - you will have received an SMS with a link.
3. **VERIFY** - Your school connection - Parent/Guardian - Your mobile number via one time passcode sent to your phone - Your email address via link sent to your email.
4. **ENTER** your digital signature and click register.
5. **SWITCH ON NOTIFICATIONS** to ensure that you receive alerts when the school posts notifications.



Scoil Chonglais – School Uniform

Regular Uniform

GIRLS

- Navy blue V neck jumper with school crest.
- Navy and green tartan kilt **Or** Clerical grey trousers
- Pale blue polyester/cotton shirt/blouse
- Black shoes/runners
- College crested navy jacket (**NO** other jacket may be worn)

BOYS

- Navy blue V neck jumper with school crest.
- Clerical grey trousers
- Pale blue polyester/cotton shirt
- Black shoes/runners
- College crested navy jacket (**NO** other jacket may be worn)

PE Uniform

- The PE Uniform may only be worn on the day that the student has PE.
- Plain navy track suit bottoms / navy crested track suit bottoms
- No logo/stripes, hoodies leggings, jeggings or treggings may be worn.
- Crested school PE t-shirt
- Crested sports half zip top
- Crested navy school fleece.

Jewellery

- Jewellery must be kept to a minimum.
- Facial jewellery must always be covered for Health and Safety.

Please Note: Students who arrive in school without the correct uniform may not be allowed to attend classes for that day.

All uniform is available from **Kaideen Knitwear**

Website: <https://www.schooluniformsdirect.ie/secondary/scoil-chonglais-baltinglass>



School Affiliation Charge & Contribution 2024/2025

For the 2024/2025 school year the affiliation charge and contribution are payable for each student in each year group and can be paid online through Way2Pay using the link sent to all families by text in early June. Regular payments/installments can be made, and all payments are due in by September 30th, 2024.

The school affiliation fee and charge include photocopying, postage, locker and student insurance. The affiliation fee and charge also go towards class materials and sports/club registration. The School Affiliation Charge & Contribution 2024/2025 takes into consideration the funding received for all junior cycle schoolbooks and is subject to change in the other school years.

Scoil Chonglais appreciates greatly the continued support of all our parents/guardians and if there is a difficulty or personal circumstances please contact the school, in confidence to discuss a payment plan.

School Affiliation Charges & Contributions 2024/2025	
1 st Year (* excludes device fee)	€120
2 nd Year	€120
3 rd Year	€200 (* includes €80 for Mock Exams)
Transition Year (* to be paid in 3 installments – May, June & September)	€500
5 th Year	€120
6 th Year	€200 (* includes €80 for Mock Exams)

Summary of Charges & Contributions	
School Locker & Lock Rental	€50
Sports/Club Affiliation & Registration	
Student Journal (senior cycle only)	
Student Testing Resources (junior cycle only)	
Student Insurance	€15
Photocopying & Postage	€25
Class Materials	€30
Total	€120



Scoil Chonglais - School Rules

Attendance & Punctuality

- i. School starts at 8.50am each day and it is the responsibility of parents/guardians to ensure that their child attends school regularly and on time to achieve maximum results in our school.
- ii. A note on the school app from a parent(s)/guardian(s) is required to explain absences/lateness.
- iii. Students must be on time for every class. Students who are late will be subject to interventions, supports or sanctions as appropriate.
- iv. Students must remain in the school in accordance with the school timetable each day, or as otherwise directed by the school authority. Unauthorised absence will be regarded as a serious matter.
- v. Authorisation to leave school during school hours must be given in advance by the parent (s)/guardian (s) through the school app and must be approved by the school before the student leaves.
- vi. Junior year students may not leave the school grounds at lunch time. All other students may leave the school grounds at lunch time only.

Respect for one another & Interaction with staff

- i. Scoil Chonglais is a safe school and any form of bullying will not be tolerated.
- ii. Students are expected to be honest, courteous, respectful to one another and to the staff at all times.
- iii. Students must not bully or intimidate fellow students.
- iv. Cheating, bad language, dishonesty or unruly behaviour will never be tolerated.
- v. Aggression, verbal or physical, is absolutely forbidden.
- vi. Any form of harassment, verbal, non-verbal, physical or sexual, will always be severely sanctioned.
- vii. Students are required to show respect and always abide by staff instructions in class, on the school premises, on outings and at functions.
- viii. Bringing our school into disrepute will always be considered a serious breach of the Code of Behaviour.
- ix. Students should be organised are requested to have their books, equipment and materials for class.
- x. Students are asked not to disrupt teaching and learning in class and any form of disruptive behaviour in class will never be tolerated.



- xi. Students are requested to complete homework and classwork to the best of their ability.
- xii. Schoolwork and homework should be completed, as directed by each teacher. A written explanation from home is expected if homework is not done.
- xiii. Inside the school - students should walk and never run.
- xiv. Students must assemble quietly, in a line outside the classroom door until the teacher allows them to enter.
- xv. Students are to remain in designated, supervised areas during break and lunchtime.

Health and Safety

- i. Students must avoid any action which could cause physical, emotional or psychological injury to any other person in the school.
- ii. Students must never smoke/vape or have cigarettes, e-cigarettes, lighters or matches in the school or on the school grounds or when participating in any extra-curricular activity or at any time while wearing the school uniform.
- iii. Aerosols (especially spray deodorants) laser pens, and other such items can be dangerous and therefore, students must never use or have these in school or on the school grounds.
- iv. Drinking alcohol or being in unlawful possession of alcohol in school or on the school grounds or when participating in any extra-curricular activity is forbidden and is liable to serious disciplinary action, up to and including expulsion.
- v. The possession, use, promotion for sale, or sale of solvents or controlled drugs is forbidden and liable to serious disciplinary action.
- vi. Being in possession of a weapon, or using any potentially dangerous object as a weapon, will be treated with the utmost severity and will be reported to the relevant authorities.

School Property

- i. Students must not damage or interfere with property belonging to the school, the staff, other students or visitors to the school.
- ii. It is expected that all students will always contribute to the maintenance of a clean environment. Disposal of food or litter must be placed in bins provided.
- iii. Chewing gum is not allowed in school.
- iv. Mobile phones, music players, ear pods and other electronic devices are not allowed to be used on the school premises unless given school permission. If a mobile phone goes off or a student is caught texting/phoning without permission, the phone will be confiscated by their teacher who will then give it to the student's Year Head.



- v. All student's property, coats, bags, books, etc., should carry his/her name. The Management of the school cannot accept any responsibility for lost or stolen property.
- vi. School books/materials/devices should be kept in good order.
- vii. Lockers are compulsory for all students and must always be kept clean and tidy.
- viii. Classrooms must be always maintained and left in good order. At the end of each school day students, under the direction of their class teacher, are to assist in cleaning and tidying the classroom.
- ix. Students are expected to pick up litter and always keep the school and the school grounds clean and tidy.
- x. Any vandalism, graffiti or damage done in the school building or on the school campus will not be tolerated.

Uniform & Jewellery

- i. Students must wear the full school uniform, unless given school permission.
- ii. The school expects that students take pride in their appearance and that they promote the good image of the school by wearing their uniform correctly.
- iii. Students are permitted to wear their P.E. uniform to and in school, during the days in which they have PE class.
- iv. Piercings – Jewellery must be kept to a minimum. Facial jewellery must always be covered for Health and Safety.



	Monday	Tuesday	Wednesday	Thursday	Friday
8.50 – 9.50					
9.50 – 10.50					
10.50 – 11.05	B	R	E	A	K
11.05 – 12.05					
12.05 – 1.05					
1.05 – 1.40	L	U	N	C	H
1.40 – 2.40					
2.40 – 3.40					

