

ST. FLANNAN'S COLLEGE



INFORMATION BOOKLET FOR FIRST YEAR STUDENTS 2024-2025

Welcome to St. Flannan's College

The move from Primary to Secondary School is both exciting and frightening for students, as it involves a lot of changes and new experiences.

Secondary school life is very different from Primary school, and it is only natural to feel nervous about it.

This is why we have designed this Information Booklet for First Year students entering St. Flannan's College.

This booklet will:

- explain a lot about life in St. Flannan's College,
- give practical information on the school,
- answer some of your questions,
- help reduce some of your fears,
- get you ready for the changes and
- make it easier for you to settle in.

There is no need to be worried as there are many supports in place to help you settle in.

Teachers, staff, and fellow students are all looking forward to meeting First Year students in August!

TABLE OF CONTENTS

Information booklet for 1 st Year Students 2024-2025	p.1
Welcome to St. Flannan's College	p.2
Table of contents	p.3
Message from Principal	p.4
Message from Year Heads	p.4/5
Main differences between Primary and Post-Primary schools	p.6
Daily routine	p.7
First day of school	p.8
Timetable	p.9
Subjects	p.10
School floor plan – Old building – Ground floor	p.11
School floor plan – Old building – First floor	p.12
School floor plan – New building – Ground floor and First Floor	p.13
School Diary	p.14
Mobile phones & Uniform	p.15
Lockers	p.16
Books/Copies/Pencil Case	p.17
Canteen, tuck shop and bottle filling stations	p.18
Various classrooms	p.19/20
Extra-curricular activities	p.21
Lunchtime Club	p.22
Senior School Management	p.23
Administration, Caretakers and Special Needs Assistants	p.23
Teaching Staff	p.24/25
Support team	p.26
What to do if... & Virtual Tour	p.27/28

MESSAGE FROM OUR PRINCIPAL, Fr. Ignatius McCormack

As Principal teacher here in St Flannan's college I warmly you the 1st year class of 2024 to our school community. As students of St Flannan's College you are about to become part of a proud tradition dating back to the beginning of our school here in 1881.

I understand that the transition from primary to secondary school can be an anxious time but want to assure you that the staff of St Flannan's college will do all that we can to help you settle into life here.

I hope that the information contained in this booklet will give you a flavour of life here in St Flannan's. I ask that you and your parents/guardians consider its contents carefully.

I pray every blessing on you as you begin your life here.

Father Ignatius McCormack

MESSAGE FROM YEAR HEADS, MS DURCAN & MR BRENNAN

Firstly, we would like to welcome you all to St. Flannan's College. We are sure that you are all very excited about starting your new journey in secondary school.

This can be a very exciting time filled with lots of change, new experiences, and opportunities to develop and meet new people. It's important to try new things. Give sports and clubs a go. It's a great way to meet new friends.

It's understandable to feel a sense of worry and nervousness before you start secondary school. This is perfectly normal. We, as a school community, are here to support you as you embark on your 5/6-year journey with us. Remember: If you need help don't be afraid to ask. We are here to help.

We are looking forward to meeting you all and hope your years in St Flannan's College are happy, fruitful and a time that will be treasured.

Ms Olivia Durcan (1A-1F)



Ms Durcan's office – located upstairs in the Old Building - beside room 20



Mr Gary Brennan (1G-1J)



Mr Brennan's Office – Located upstairs in the New Building – beside Room 44



MAIN DIFFERENCES BETWEEN PRIMARY AND SECONDARY SCHOOL:

There are quite a number of differences between primary and secondary school!

Here are some of them:

PRIMARY SCHOOL	SECONDARY SCHOOL
You had one teacher for the whole year.	You will have different teachers throughout each school day.
Most primary school are small.	There are over 1,200 students in Flannan's College!
You were one of the senior students in the school.	You will be one of the youngest students in the school.
School day finishes at 3 p.m.	School day finishes at 4 p.m. on Monday and Tuesday and at 3.20 p.m. for the rest of the week.
You stayed in the same room every day.	You will change rooms up to 9 times a day.
You were with the same students every day for the full school year.	You will be mixing with a larger number of students.
You studied a certain number of subjects	You will study new subjects.
Homework was given at the end of the day.	Each teacher will give you homework at the end of each class.
You had limited homework.	You will have more homework so you will need to be able to manage your time.
Your teacher set the timetable.	You will follow a timetable.
You may have called your teacher by their first name.	You will call your teacher "Sir" or "Miss".
All your school stuff was in the same room (books, copies, etc.).	You will have to bring the right uniform, books and equipment to each class every day.

DAILY ROUTINE

TIMES	ACTION/ACTIONS
When you arrive (School opens at 8.15 am)	<ul style="list-style-type: none"> • Go to your locker • Get your books/copies for the first 3 classes • Meet friends • Go to class • Take your allocated seat
9:00 – 9.40	1st Class of the day
9:40 – 10.20	2nd Class of the day
10:20 -11.00	3rd Class of the day
11:00 to 11:20	Small Break <ul style="list-style-type: none"> • Go to your locker and put back books needed for first 3 classes • Get the books and copies needed for next 3 classes • Meet your friends • Go to canteen/yard/...
11.20 – 12.00	4th Class
12.00 – 12.40	5th Class
12:40 – 1.20 or 1.20 – 2.00	6th Class
12.40 to 1.20 (Tues/Wed/Thurs) OR 1:20 to 2:00 (Mon & Fr)	Lunch Break – YOU MUST STAY ON SCHOOL GROUNDS <ul style="list-style-type: none"> • Go to your locker • Get books and copies for afternoon classes • Leave your bag on shelf or floor near locker • Have your lunch
2:00 – 2.40	7th Class
2:40 – 3.20	8th Class
3:20 – 4.00	9th Class (On Monday & Tuesday only)
4:00 (School finishes at 3.20 on Wednesday, Thursday & Friday)	End of school day on Monday & Tuesday <ul style="list-style-type: none"> • Go to locker to get books/copies for Homework • Go home/go to Homework Club/go to training

TIP* A bell will ring before school starts and before and after both breaks.

FIRST DAY OF SCHOOL

The first day of school for First Year students is **Monday, 26th August, from 9.00a.m-4.00pm**. Listen carefully to the instructions given on Monday, as you will not strictly follow your timetable on the first two days.

First Year students will be the only students in the school on Monday, 26th August and Tuesday, 27th August. During these two important days you will get to know the school, timetable and some of your teachers before the other year groups return.

ON MONDAY, 26th AUGUST:



Assembly Hall

- **First Year students, in full uniform, will meet in the Assembly Hall at 9am.** Please use the pedestrian access points. We have three pedestrian access points 1. Across from Apple Green, 2. Across from the Spar shop (middle garage), 3. Across from Suttons Lighting. The main entrance is for cars to enter and exit the school. This is **NOT** a pedestrian access point.
- **Students are only required to bring a notepad and a biro.**
- The day will consist of the following:
 - allocation to class groups,
 - distribution of School Diary,
 - meeting with Year Head,
 - tour of the school, etc.

NB:

The Canteen will be closed on Monday 26th & Tuesday 27th August: Bring a snack for small break and a packed lunch.

****TIP****

Bring a notebook, a biro & a drink.

TIMETABLE

You will be given your school timetable on your first day at St. Flannan's.

This is a sample timetable:

	Monday	Tuesday	Wednesday	Thursday	Friday
08:40 - 09:00					
09:00 - 09:40	German 1Ger-3.5 049 Ms B Reen	Irish 1Ir-1.1 055 Ms N O'Halloran	Social, Personal and Health Education 1SPPE-A 032 Ms B Reen	German 1Ger-3.5 049 Ms B Reen	English 1Eng-A 061 Mr B Duggan
09:40 - 10:20	Irish 1Ir-1.1 055 Ms N O'Halloran	History 1His-A 042 Ms B Kelleher	History 1His-A 042 Ms B Kelleher	Digital Wellbeing 1DW-A 039 Mr. C Dillon	Mathematics 1Mat-5.1 014 Mr P. Ryan
10:20 - 11:00	Home Economics 1HomeEc-7.3 052 Ms E Dunne	Business Studies 1Bus-A IT1 Ms B Wynne	Geography 1Geo-A IT4 Mr K O'Grady	Business Studies 1Bus-A IT1 Ms B Wynne	History 1His-A 042 Ms B Kelleher
11:00 - 11:20					
11:20 - 12:00	Home Economics 1HomeEc-7.3 052 Ms E Dunne	Mathematics 1Mat-5.1 IT4 Mr P. Ryan	Religious Education (JC Exam) 1Rel-A 026 Ms A Collins	Home Economics 1HomeEc-7.3 052 Ms E Dunne	Irish 1Ir-1.1 055 Ms N O'Halloran
12:00 - 12:40	English 1Eng-A 061 Mr B Duggan	English 1Eng-A 061 Mr B Duggan	English 1Eng-A 061 Mr B Duggan	Home Economics 1HomeEc-7.3 052 Ms E Dunne	Science (JC - Revised Syllabus) 1Sci-9.4 044 Ms F Kelly
12:40 - 13:20	Civic, Social and Political Education 1CSPE-A 055 Ms N O'Halloran				Business Studies 1Bus-A IT1 Ms B Wynne
13:20 - 14:00		German 1Ger-3.5 049 Ms B Reen	Mathematics 1Mat-5.1 028 Mr P. Ryan	Mathematics 1Mat-5.1 028 Mr P. Ryan	
14:00 - 14:40	Geography 1Geo-A IT2 Mr K O'Grady	Science (JC - Revised Syllabus) 1Sci-9.4 021 Ms F Kelly	German 1Ger-3.5 049 Ms B Reen	Science (JC - Revised Syllabus) 1Sci-9.4 044 Ms F Kelly	Religious Education (JC Exam) 1Rel-A 026 Ms A Collins
14:40 - 15:20	Business Studies 1Bus-A IT1 Ms B Wynne	Physical Education (JC - Revised Syllabus) 1PE-A PE1 Ms A McGann	Irish 1Ir-1.1 055 Ms N O'Halloran	Science (JC - Revised Syllabus) 1Sci-9.4 044 Ms F Kelly	Geography 1Geo-A 050 Mr K O'Grady
15:20 - 16:00	Religious Education (JC Exam) 1Rel-A 026 Ms A Collins	Physical Education (JC - Revised Syllabus) 1PE-A PE1 Ms A McGann			
16:00 - 16:20					

Circled in Yellow: Subject

Circled in purple: Classroom

Circled in red: Teacher's name

Colour code the subjects on your timetable and

- ✓ Put the same colour stickers on your books and copies!
- ✓ At home, keep a copy of the timetable on the fridge & in your study area.
- ✓ At school, keep a copy of the timetable inside your locker door.
- ✓ You are not expected to know your timetable by heart!
- ✓ Look at your timetable in your homework journal the end of each class to find out what subject you have next.

SUBJECTS

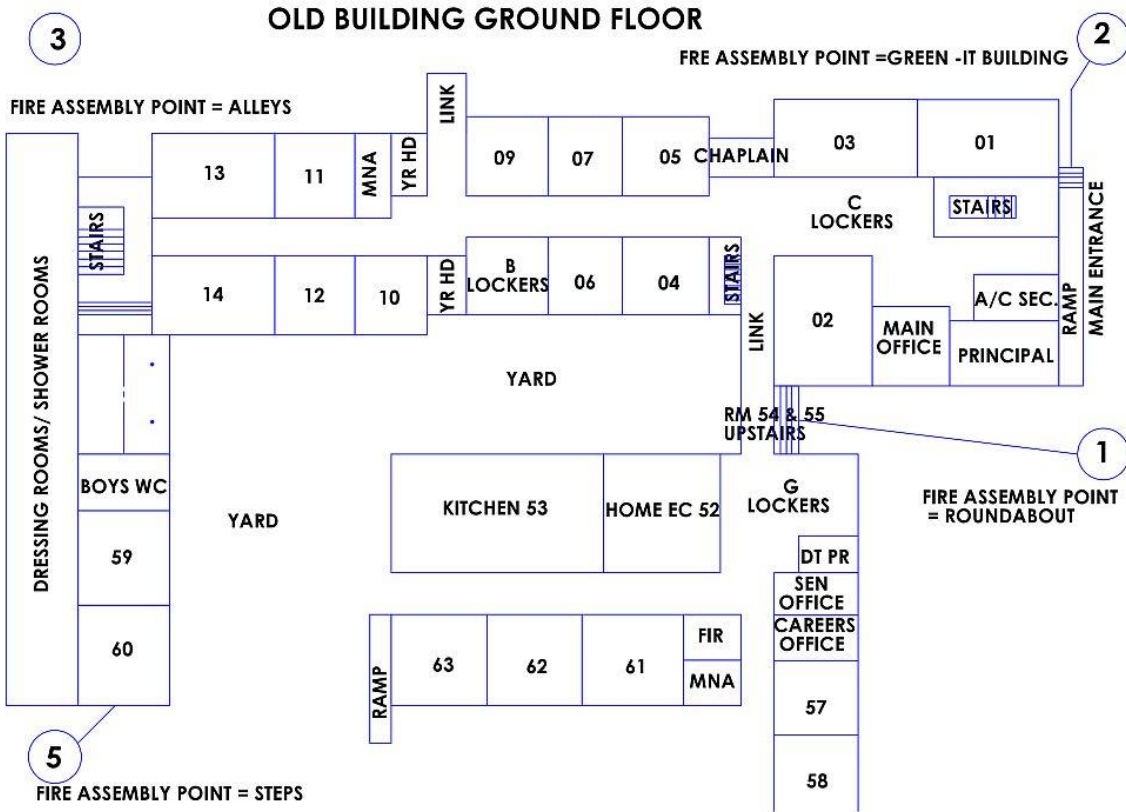
All First Year students study the following core subjects:

SUBJECT	ABBREVIATION		SUBJECT	ABBREVIATION
English	ENG		French OR	FR
Irish	IR		German	GER
Maths	MAT		Business Studies	BUS
History	HIS		C.S.P.E (Civic, Social and Political Education)	CSPE
Geography	GEO		P.E (Physical Education)	PHY
Science	SCI		Religious Education	REL
Digital Wellbeing	DW		S.P.H.E (Social, Personal and Health Education)	SPHE

In addition to the above subjects all students must choose **one** subject from the list of optional subjects:

- ✓ Classical Studies = CST
- ✓ Art, Craft and Design = ART
- ✓ Technical Graphics = TG
- Material Technology Wood = MTW
- Home Economics = HOM EC
- Music = MUS

SCHOOL FLOOR PLAN



Main entrance

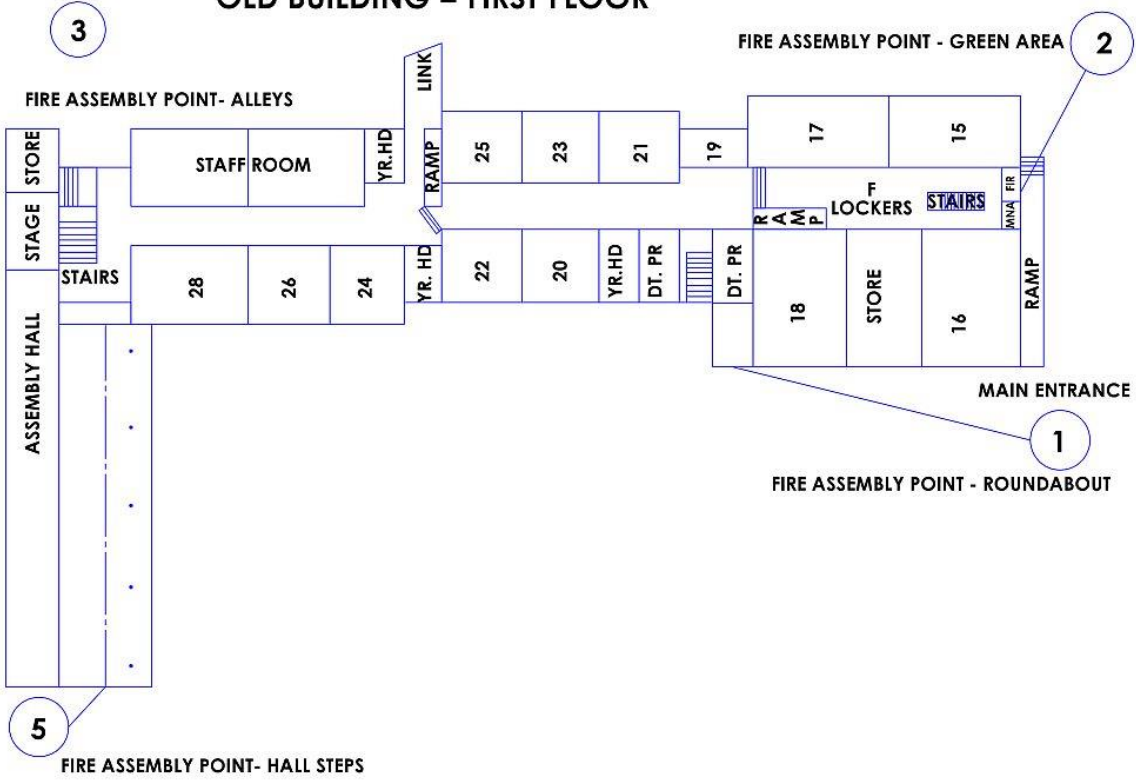


Main office

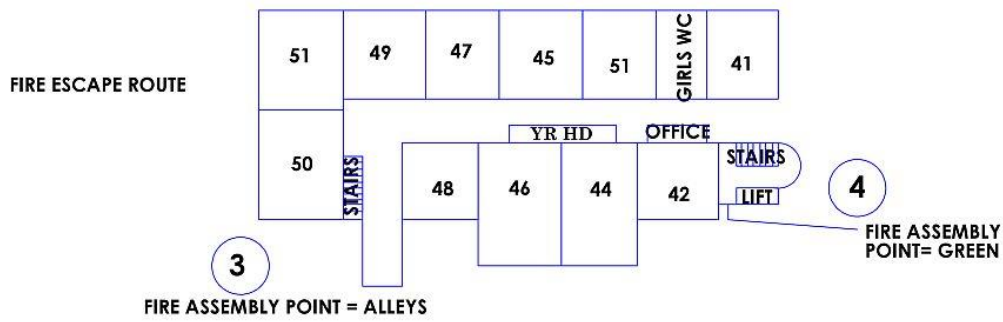
TIP

Locate on the map the classrooms in which your classes are held

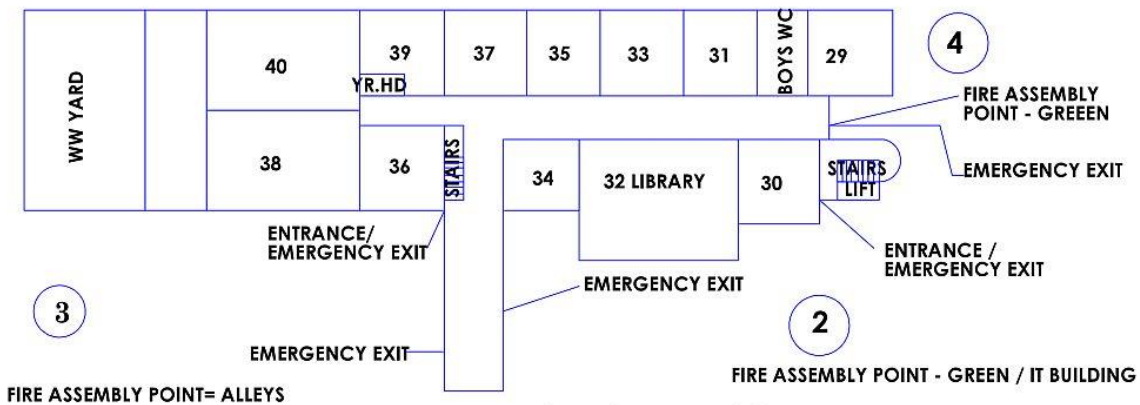
OLD BUILDING = FIRST FLOOR



NEW BUILDING:



NEW BUILDING- UPPER FLOOR



NEW BUILDING - LOWER FLOOR



New



building
Bottom link
corridor between old and new building

****TIP****

Locate on the map the classrooms in which your classes are held

SCHOOL DIARY

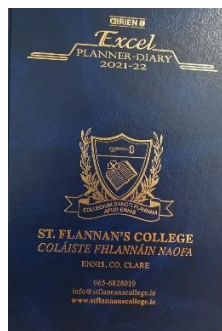
You will be given your School Diary on your first day at school.

Make sure to write your name on it.

Write down your timetable in the inside cover page and colour-code it.

Always keep your diary on your desk.

Record your homework in your diary at the end of every class.



Homework may include:

- Written assignments,
- Learning assignments, memorising, note making or mind maps
- Revision work, written or learning.
- Reading, listening or watching subject-related material.
 - Collecting or researching information.
- Solving problems.
- Practical work practice, oral, music, art etc.
- Preparing work, essays, presentations, debates, reports etc.
- Preparing for class test.

MOBILE PHONES

The use of mobile phones is only permitted during small and lunch breaks. Phones should be powered off (NOT put on silent) during and between classes. Students are not allowed to take photographs of or record other students or staff or upload students/staff/school activities onto social network sites. There are serious disciplinary consequences, should this happen.

UNIFORM

- Students must be in full uniform daily. Please Note: Facial piercings are not permitted. Converse shoes are not permitted. Students must wear dark shoes (Black/Brown). All details regarding school uniform can be found here: <https://www.stflannanscollege.ie/wp-content/uploads/2024/05/Code-of-Behaviour-.pdf>

****TIPS****

- Always keep your diary on your desk
- Look at your timetable in your school diary at the end of each class to find out what subject you have next.
- Only use your mobile phone at break-times

LOCKERS



You will be given your own numbered locker at the start of the school year.

1st Year lockers are located near the Science labs (F Lockers) (old building, first floor) and near the Home Economics Room (G Lockers) (old building, ground floor).

You will be able to go to your locker and get your books and other items before school starts, during the breaks and after school ends – not between classes or during class.

Keep your locker locked at all times! We recommend you use a 38mm lock



****TIP**:**

Do not carry all your books and copies with you all day – leave them in the locker when they are not needed!

BOOKS AND COPIES

All the books you need will be given to you on your first week in St. Flannan's College.

Teachers will inform students of the number and types of copies etc. that they may need to purchase (if it's not covered under the free book scheme)

Make sure your name is written on all books and copies.

We recommend that all First-Year students use heavy-duty plastic zipped folders for each subject so that they can keep all the class materials of a specific subject together (i.e. textbook, workbook and copy).



These zipped folders should bear the name of the student and the name of the subject. **(These folders are not covered under the free Book Scheme)**

PENCIL CASE

Your pencil case should contain different colour biros, lead pencils, a glue stick, a rubber, highlighters, a ruler, a sharpener **(these items are not covered under the free book scheme)**. Label the pencil case. Calculators will be provided to each student under the free book scheme.



****TIPS****

- Colour code your books and copies as on your timetable
- Keep books and copies for each subject in a labelled zipped folder
- Write your name inside your books, copies, pencil case and on folders

EATING AND DRINKING

Do not forget to bring a substantial snack for small break as you will have 3 classes before lunch time!

CANTEEN

The canteen is situated in the old part of the school and is open during small break and at lunch time.

You can order your lunch through The Food Village App. All information regarding the App will be given to students on Monday 26th August. **Please note there will be no canteen service on Monday 26th or Tuesday 27th of August.**

You can also bring your own lunch and eat at one of the tables in the canteen.

BOTTLE FILLING STATIONS

We have three water dispensers where you can refill your reusable water bottle. These also act as water fountains. We hope to be plastic bottle-free in the near future.



****TIP****

- Buy a reusable water bottle
- Make sure to dispose of any rubbish in the bins located all over the school.

VARIOUS CLASSROOMS



Typical classroom



DCG Room (Room 39, Ground Floor, New Building)



Science lab (Room 15, First Floor, Old Building)



Art room door (Room 11, Ground Floor, Old Building,)



Woodwork room (Room 38, Ground Floor, New Building)



Home Economics room (Room 53, Ground Floor, Old Building)

EXTRA-CURRICULAR ACTIVITIES

St. Flannan's College offers a broad programme of extra-curricular activities.

Students are encouraged to take part in these activities and participation is a healthy and a very good way to make friends.

A selection of our extra-curricular activities can be seen below:

Camogie	Basketball	Football
NASA Club	Hurling	Green Schools
Choir	Book club	Athletics
Traditional Group	Coding Club	Chess club
And much more!		



****TIP****

Engaging in different extracurricular activities will you settle into school and make new friends.

LUNCHTIME CLUB

- All 1st Year students have access to their own Lunchtime Club room.
- It is located above the Assembly Hall.
- The Lunchtime Club will be open at lunchtime.
- Food, drinks and mobile phones are not allowed in the Club.
- Supervision will be provided by a teacher.
- You will have access to two pool tables, a table tennis table, various board games, colouring books and a good range of books.



Board games







Foosball



Jenga tower

STAFF

SENIOR MANAGEMENT

Principal	Father Ignatius McCormack	
Deputy Principal	Mr Donal Cahir	
Deputy Principal	Ms Gráinne Lynch	
Deputy Principal	Mr Michael Donnellan	

Administration:

- School Secretaries: Ms Tracey O'Donohue, Ms Susan Ryan & Ms Geraldine Tynan
- Accounts: Ms Tracey O'Donohue

Caretakers: Mr Vinny Markham and Mr Mossy Angland

Special Needs Assistants: Ms Bernie Gregan, Ms Renee Kelly, Ms Deirdre Reidy, Marie Moloney, Ms Siobhán Dileen, Ms Annemarie Murray

TEACHING STAFF 2024-2025

TEACHERS' NAMES	INITIALS	SUBJECT/S TAUGHT
Ms Black	MB	Religion
Mr Breen	MBN	Business Studies
Mr Brennan	GB	Irish and PE
Mr Browne	JB	Technical Graphics, Materials Technology, Construction Studies & Computers
Ms Buckley	CBY	French
Mr Bugler	BB	DCG and SPHE
Ms Champion	MC	Career Guidance
Ms Cleary	BC	Maths
Ms Collins	AC	Religion and English
Mr Collins	JCO	PE, CSPE, SPHE and AEN
Mr Connelly	JC	Science and Physics
Mr Conole	JCE	Geography
Ms Considine	TCO	Maths and Physics
Ms Culleton	JKC	German and Business
Mr Curtin	EC	Business, Maths and Economics
Ms Darcy	JD	English and History
Ms di Francesco	CF	French and German
Mr Dillon	CDN	Construction Studies
Mr Duggan	BD	English and History
Ms Durcan	OD	Irish and Geography
Mr Geraghty	PG	History, Geography and AEN
Mr Hanrahan	GH	Irish
Mr Hanrahan	JH	Maths, Science and Chemistry
Ms Hayes	MHA	Japanese
Mr Hennessy	JHE	Business and Economics
Mr Howard	BH	Art
Mr Hughes	GHS	PE
Ms Jones	NJ	Home-Economics
Ms Kelleher	BKR	English and History
Ms Kelly	DKE	French
Mr Kelly	DK	Business, Economics & LCVP
Ms Kelly	FK	Science, Biology & Ag. Science
Mr Kelly	MK	Geography and History
Mr Kelly	TK	Business, Economics, CSPE and SPHE
Ms Keogh	FKH	Irish and History
Ms Knowles	SK	Irish and Geography
Mr Lenihan	GLN	English and History
Ms Liddy	MLY	Religion & French
Ms Lillis-Wallace	TL	Business and LCVP
Ms Linnane	LL	Science, Biology & Maths
Ms McAndrew	KMA	English
Mr McCarthy	SMC	Geography and History

TEACHERS' NAMES	INITIALS	SUBJECTS TAUGHT
Ms McGann	AMG	AEN and PE
Ms McMahan	EMC	EAL and AEN
Ms McMenamin	BMM	Career Guidance
Mr McNelis	CNN	Geography
Ms Maher	KM	English and History
Mr Marrinan	JMN	Irish
Ms Meehan	JME	English
Ms Melody	TM	French
Mr Minogue	SM	Science, Biology, Maths
Ms Molloy	BM	English, History & CSPE
Mr Mulkere	JMU	Classical Studies, English & History
Ms Murphy	EM	Irish and Geography
Ms Ní Chlochartaigh	MNC	Irish and English
Ms Naughton	AN	Science, Chemistry, Biology & Maths
Mr Noonan	DN	Business, Economics, Accountancy and Maths
Ms Noonan	GN	Science, Chemistry, Biology & Maths
Mr O'Connor	JsOC	Business and Economics
Mr O'Connor	JNOC	Business, Economics & History
Ms O'Donoghue	NOD	English and Religion
Mr O'Grady	KOG	Geography
Ms O'Halloran	NNA	Irish and PE
Ms O'Neill	BON	Irish and Religion
Mr O'Reilly	FOR	Religion
Ms O'Reilly	ROR	Maths
Ms O'Shea	MOS	Maths, Science & Chemistry
Ms O'Toole	EOT	Career Guidance
Ms Quane	NQ	French and Religion
Ms Quinlivan	AQ	Science, Biology and SPHE
Ms Reen	BR	German
Ms Rooney	FR	Music
Ms Ryan	CR	PE, Geography and AEN
Mr Ryan	MR	Maths and Physics
Mr Ryan	PHR	Maths and Business
Ms Savage	DS	German and AEN
Mr Scully	DSC	Maths and Biology
Ms Scully	MS	Science, Maths and Chemistry
Mr Sexton	PS	Maths and Agricultural Science
Ms Shanahan	NS	Religion and Economics
Mr Sweeney	KSY	Maths
Ms Sweeney	MSY	French
Mr Vaughan	DV	English and History
Ms Vaughan	EV	Irish
Ms Walsh	SW	Business, Maths, Accountancy and LCVP
Ms Ward	MEW	Art, CSPE and SPHE
Ms Wehrley	CWY	Science, Biology and Ag. Science
Mr Whelan	CWN	Business and LCVP
Ms Wynne	BW	Business and LCVP

STUDENT SUPPORT:

Your **Class Tutor** can help if:

- You have questions about your new school.
- You don't understand your timetable.
- You are unsure of the school rules.
- You are finding it hard to settle into your new school.

Your **Year Head:**

- Is the link person between home and school for your year group.
- Provides support to you if you are struggling to settle into school.
- Monitors the students' conduct and progress.
- Makes sure that students are following the Code of Behaviour.

Your **Guidance Counsellor:**

- Will support you if you need someone to listen to any worries or concerns you have about school or at home.
- Will help with you learn about learning: examination techniques, effective study, subject choices, etc.
- Will help you with your own life: how to make important decisions, relationships, plans, feelings, moods, etc.

Your **Subject Teachers** can help if:

- You are worried about class work.
- You can't do all of your homework.
- You have questions about something that you don't understand in class.
- You have trouble with your books.

Your **TY Mentor** will:

- Attend the First Year Induction Day in August.
- Answer your questions about school life (classrooms, timetables, activities, etc.)
- Check in with students once a week (until the Mid-Term Break) and at the allocated time and place to see how you are settling in.

What to do if...TBA

I AM ABSENT	Your Parent/Guardian must log your absence on the school app.
I AM LATE	Sign "The Late Book" in the main office.
I NEED TO LEAVE SCHOOL EARLY FOR AN APPOINTMENT	Your Parent/Guardian must log the details of the appointment (date and time) on the school app and your Year Head will then approve it before you leave the school. You must report to the main office to sign out before leaving the school premises. If you are returning, you must sign back in at the main office.
I CANNOT FIND MY CLASSROOM	Ask any teacher or student you see on the corridor
I NEED TO USE THE BATHROOM URGENTLY	Students should use the bathroom before 9am, at break and at lunch. Do not go to the toilet between classes unless you have first received your teacher's permission. If you really must go to the toilet during class, ask permission from the class teacher.
I AM HAVING DIFFICULTIES WITH A SUBJECT	Tell your subject teacher first and talk to your Class Tutor or Year Head
I CANNOT SEE THE BOARD WELL IN CLASS	Tell your teacher and ask to sit in the front of the class
THE FIRE ALARM RINGS	Follow the teacher's instructions. Do not panic.
SOMEONE IS BULLYING ME/A STUDENT	Inform your Year Head
I FEEL ILL/HAVE AN ACCIDENT	Tell your subject teacher and report to the Main Office.
I LOSE OR FIND SOMETHING	Report it to the Main Office.
I AM WORRIED ABOUT SOMETHING IN SCHOOL	Speak to your parents, Class Tutor, Year Head or Guidance Counsellor
I LOSE MY LOCKER KEY	Report it to the Main Office.
SOMETHING BAD HAPPENED AT HOME	Speak to any teacher/Year Head/Guidance Counsellor
SOMETHING BAD HAPPENED ON THE WAY TO SCHOOL	Speak to any teacher.

VIRTUAL TOUR

Please click on the following link to find a virtual tour of SFC (St. Flannan's College)

[St. Flannans \(virtual360.ie\)](http://virtual360.ie)

We are looking forward to meeting you all on Monday 26th of August for the next chapter of your educational journey. Enjoy the summer break!