



August 2024

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Dear Parents, Guardians and Students,

We are looking forward to welcoming each one of our students from First to Sixth Year to the academic year 2024-2025.

As part of our return to school, for both new and existing students we have set out some general housekeeping notes below.

Should you have any query please contact us at info@donabatecc.ie

or the Main School Office number on 01 8436726.

We look forward to a new year, fresh and energised from the summer holidays and remind our students that each individual has their strengths and we will help you capitalise and develop those strengths to reach your individual potential. It is our differences that make the world an exciting place.

General Housekeeping:

Student Return:

Students return as per the school calendar.
The calendar is accessed by the Everyday Documents tab.

Entry/Exit Points:

First, Third, TY, Fifth- and Sixth-Year Students: Enter/Exit the school via the Main Front Door.

Second Year Students: Enter/Exit the school via the PE Doors at the rear of the school.



Uniform:

- Students are expected to present to school each day in full school uniform. Shoes should be black with no coloured markings.
- PE Uniforms may be worn by a student on the day that their PE class is timetabled.
- Transition Year students may wear their TY PE uniform on the day that PE is timetabled in addition to designated activity days.

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Lunch Break:

- **Fifth and Sixth Years** will take their lunch break in the Main Assembly area.
- **1st, 2nd, 3rd, 4th** will take their break in their base classroom and proceed to the outside space as per the list below.

First Years: The Hockey Pitch (Gael Scoil end)

Second Years: The Basketball Courts

Third Years: The Hockey Pitch (Middle Section)

Fourth Years: The Hockey Pitch (DPETNS end)

MS Office accounts:

School email address and password which allows access to school MS Office accounts and apps will be issued to students new to Donabate Community College when term begins.

Returning students continue to use their existing email address and password. Existing Class Teams will be updated at the beginning of term. Each new academic year we synch student passwords to the system. We will reissue passwords to students in the event that they have forgotten their password. We recommend that students log out and log back in again to refresh their account.



VSware Access and Siblings:

All parents and guardians are in receipt of their VSware Username will allows access to your VSware account. We have endeavoured to link all siblings to existing accounts. If for any reason siblings have not been linked to the one account, please contact us to rectify the issue.

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Notes [Absence/Late to school/To leave early/Permission slips for trips, including matches]

All notes associated with absences, request to leave early, arriving late are processed through the Vsware app. This ensures accurate information on our system and supports us in our duty of care to students.

We no longer process paper notes.

The Absence Request feature used for Late/Early Leaving/Absence is found in the Attendance tile on your Vsware parent dashboard.

Please Note;

Absence notes must be submitted prior to 8.30am.

In the case of a request for a student to leave early, such notes must be submitted before 11am in order to allow the administration staff to process the approvals. Students presenting to the office where a request has not been approved before 11am will not be allowed to leave the premises. The main office is very busy, it is not feasible to process requests to the system after 11am.



Permission Slips: Trips/Events

All trips including matches require the permission of parents/guardians.

All permission slips will be issued to parents/guardians through VSware by the facilitator of the event giving details of the depart/return times. The location of the event and any other information considered necessary.

Parents/Guardians are requested to **Approve or Reject** permission for their child to attend the event. This information is stored on our school VSware system and allows us to track permissions granted/refused.

Students will not be allowed to attend an event without permission.

Permission slips are alerted to parents by notifications to your VSware dashboard.

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[Guides for Parents - Help Center \(vsware.ie\)](https://vsware.ie)

[Parent App - Submit an Absence Request \(vsware.ie\)](https://vsware.ie)

School Insurance:

We have a new school insurance provider insuring our student population.

The company is IPB Insurance, details of cover and the benefit schedule are found in the Everyday Documents tab on our school website.

A copy of the claim form is also available, however all claim forms must be stamped with the school stamp as per ETB requirements.



With best wishes, Donabate Community College.