

# Drumshanbo Vocational School

**Telephone:** Office 071 – 9641085 **Website:** [www.dvs.ie](http://www.dvs.ie) **email:** [info@dvs.ie](mailto:info@dvs.ie)

*Principal:*

**Mr. Martin Fallon** B.Sc., M.Ed.

**email:** [martinfallon@msletb.ie](mailto:martinfallon@msletb.ie)



*Deputy Principal:*

**Mr. Sean Wynne** M.I., M.A.

[Seanwynne@msletb.ie](mailto:Seanwynne@msletb.ie)

October 2<sup>nd</sup> 2018

Dear Parents & Guardians,

As we all settle back into the new school year I want to bring some important information to your attention.

**Year Heads and Parent/Teacher Meetings for 2018/19** are as follows:

Year	Year Head	e-mail address	Parent/Teacher Meetings
1 <sup>st</sup> Year	Ms Yvonne Traynor	<a href="mailto:yvonnetraynor@msletb.ie">yvonnetraynor@msletb.ie</a>	Thursday 22 <sup>nd</sup> November
2 <sup>nd</sup> Year	Ms Denise Coen	<a href="mailto:denisecoen@msletb.ie">denisecoen@msletb.ie</a>	Tuesday 13 <sup>th</sup> November
3 <sup>rd</sup> Year	Ms Carmel O'Neill	<a href="mailto:carmeloneill@msletb.ie">carmeloneill@msletb.ie</a>	Thursday 11 <sup>th</sup> October
5 <sup>th</sup> Year	Ms Ailish Kearns	<a href="mailto:ailishkearns@msletb.ie">ailishkearns@msletb.ie</a>	Thursday 17 <sup>th</sup> January 2019
LCA	TBA		Thursday 17 <sup>th</sup> January 2019
6 <sup>th</sup> Year	Ms Margaret Beirne	<a href="mailto:margaretbeirne@msletb.ie">margaretbeirne@msletb.ie</a>	Tuesday 4 <sup>th</sup> December

Each class group also has a Class Tutor. Full details available on [www.dvs.ie](http://www.dvs.ie)

Guidance Counsellor: Mr Daithi Hughes; [daithihughes@msletb.ie](mailto:daithihughes@msletb.ie); 071 9640446

Learning Support: Ms Lorraine McLoughlin; [lorrainemcloughlin@msletb.ie](mailto:lorrainemcloughlin@msletb.ie); 071 9640444

Evening classes: Mr Aidan McKeon; [aidanmckeon@msletb.ie](mailto:aidanmckeon@msletb.ie); 071 9640440

Meetings will take place in the Mayflower Hall from 4:15pm and school will finish at 3:45pm for all students on these days. Other meetings such as subject choice information evenings will be scheduled and notified to parents at a later date.

### **Book Rental Scheme/ Personal Accident Insurance**

A letter regarding the Student Services contribution (including personal accident insurance) is enclosed. Payment by October 26<sup>th</sup> would be appreciated. Queries to Mr Sean Wynne or Ms Pauline McBarron.

### **Student Attendance & Punctuality**

Following an absence, the parent/guardian should write an explanatory note in the designated space at the back of the Student Journal. These notes are collected during Assembly and submitted to the Year Head. School management is obliged, under the Education Welfare Act to inform the Education Welfare Officer /TUSLA if a student is absent for more than 20 days or for regular unexplained absences.

### **Parental access to School Management Information System - VShare**

As Parents/Guardians, you can access your child(ren)'s up to date school records of attendance, punctuality and term reports. Log on to [drumshanbovs.vshare.ie](http://drumshanbovs.vshare.ie) (NO www) and use the username and password assigned to you.

### **Contact Numbers**

It is very important that we have up to date contact numbers for parents/guardians. A mobile number will be used for SMS messaging to notify and remind you of meetings etc. If there are any changes, please notify us.

### **Student e-mail addresses**

All students were provided with personal dvs.ie e-mail addresses last year. This gives them access to the Microsoft Office suite on any of their devices. Use of MS OneNote is being phased in as a means of sharing class notes with teachers. First years will receive their addresses shortly after they have received tuition in the use of MSOffice.

### **Child Protection**

The Designated Liaison Person is Martin Fallon, Principal and Deputy Designated Liaison Person is Sean Wynne, Deputy Principal. They have a duty to report any reports or reasonable concerns of abuse or neglect of a student to the TUSLA.

### **Health & Safety**

Parents/Guardians dropping off and collecting students at the school are requested to park at the pedestrian entrance at the front of the school or in the Mayflower grounds where students can safely use the side pedestrian entrance.

### **Photographs**

Please see Consent Form enclosed, and, if consenting, return form to the Class Tutor at Monday's Assembly.

### **Junior Cycle Training for Teachers and school closure day**

School will be closed for students on November 20<sup>th</sup> for Department of Education training in the new Junior Certificate Programme. This programme also requires teachers to be released during the year, particularly this term, to attend training in their subjects. Every effort is being made to get suitable substitute teachers for those days and to avoid so called "free" classes.

### **Parents Association**

The AGM of our Parents' Association & election of the Parents' Council will take place on Monday 15<sup>th</sup> October at 7pm in the Music Room.

### **Lunch time and after school activities**

An extensive range of lunch time activities is available to our students. Full details on our web-site. In addition, training in volleyball, football, basketball and rugby takes place outside of school hours.

### **Amazing Brains**

Study Skills course for exam students organised for after mid-term break. Details from Guidance Counsellor.

### **"Way to Pay"**

A new payment system will be introduced shortly. See details enclosed.

### **Further Information**

You can find up to date information, approved school policies, and school calendar on our web-site [www.dvs.ie](http://www.dvs.ie) . We are currently working on SEN Policy. Input and comments from Parents /Guardians welcome at [principal@dvs.ie](mailto:principal@dvs.ie)

Yours sincerely,

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Martin Fallon

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Sean Wynne