

# First Year Parent/Guardian Information Session



Newpark  
Comprehensive School

Scoil Chuimsitheach

Na Páirce Nua

Eoin Norton – Principal  
Lynn Anderson – Deputy Principal  
Margaret Dempsey – Year Leader to First Year  
Lizzy Pashley – Chairperson, PTA



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# Lizzy Pashley – Chairperson, PTA

Please come along to the PTA AGM – Wednesday 13<sup>th</sup> October 7.30pm

[newparkschool.ie/parent-teacher-association](http://newparkschool.ie/parent-teacher-association)

[pta@newparkschool.ie](mailto:pta@newparkschool.ie)

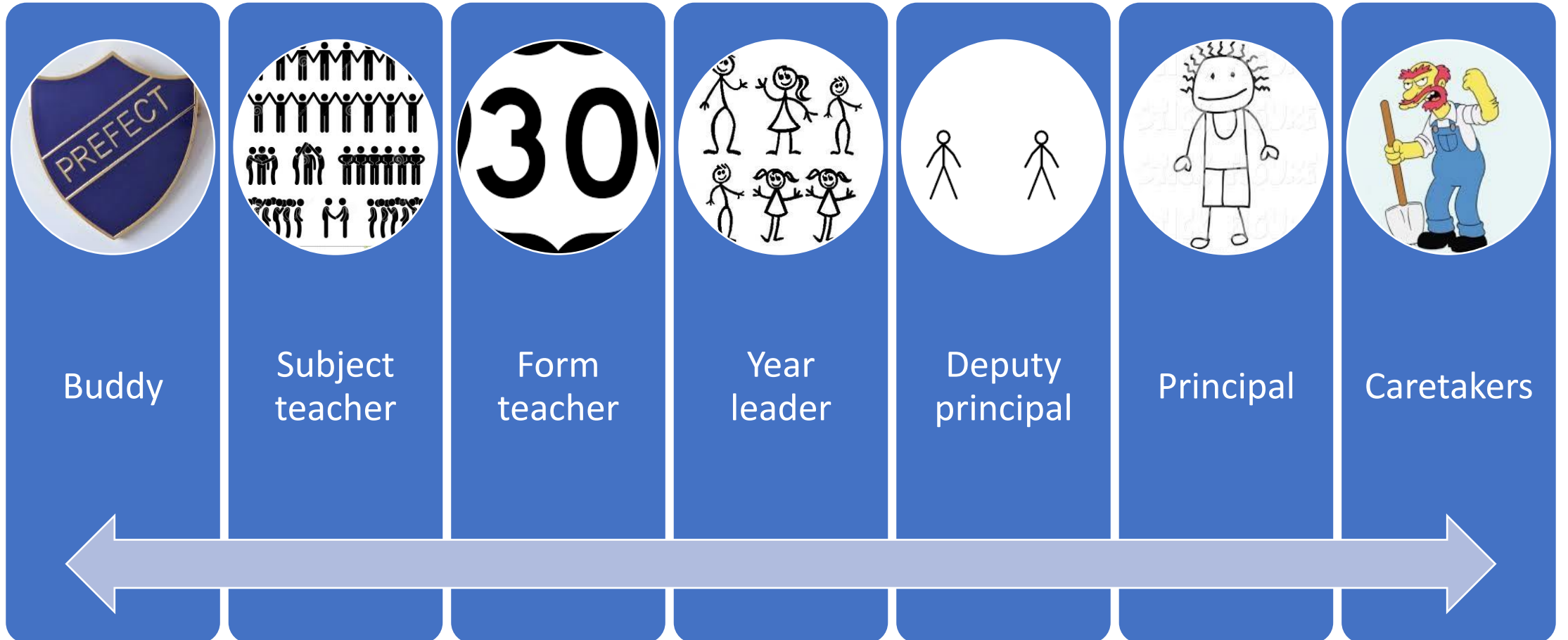


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# People your child will encounter



# Student Support team



Guidance  
Counsellor



Chaplain



Nurse



Support  
teacher



# Communication #1

## Who is my child's form teacher?

1CCN [cillian.costigan@newparkschool.ie](mailto:cillian.costigan@newparkschool.ie)

1LF [laura.farrell@newparkschool.ie](mailto:laura.farrell@newparkschool.ie)

1WFE [wesley.forsythe@newparkschool.ie](mailto:wesley.forsythe@newparkschool.ie)

1SCN [siona.cameron@newparkschool.ie](mailto:siona.cameron@newparkschool.ie)

1MDE [micheal.doyle@newparkschool.ie](mailto:micheal.doyle@newparkschool.ie)

## Subject specific question?

Please email the relevant teacher or phone the office and request a call back

Hugh Holmes – Junior Cycle Coordinator

Encourage your children to learn/know their teachers' names (Or check VShare).

# Communication #2

- Website
  - Text message
  - Email/Letter
  - Newsletter
  - VShare
- 
- Pitch side chat
  - WhatsApp chat
  - Student chat

# Website

newparkschool.ie

Apps Office DES Gov.ie - Back to Sch... Gov.ie - Reopening... SEC Surf Edit Post Esinet - Home AIB VSware Timetable VSware VS Timetable 1-6 Fi... ACCS NAPD Newpark

Other bookmarks Reading list

**Newpark**  
Comprehensive School  
Scoll Chaimúilteach  
Na Páirce Nua

ABOUT US FOR STUDENTS FOR PARENTS FOR TEACHERS ADMISSIONS CAMPUS PARTNERS

**Help yourself and I'll help you**

**Schlinks Music Lessons Recommencing – Enroll Now**  
7th September 2021 | School Day to Day  
Newpark Music Department in conjunction with the Newpark Academy of Music is delighted to announce that the Schlinks Music Lessons will commence on Monday... [READ MORE](#)

**Covid 19 – When should I not come to school?**  
7th September 2021 | School Day to Day  
What if I have symptoms of COVID-19? Do not attend school Contact your GP to arrange a COVID-19 test What if someone I... [READ MORE](#)

**Return to School 2021/2022, #1 (Key Information Prior to Return)**  
20th August 2021 | School Day to Day  
Arriving to school If practicable, students are asked to walk or cycle to and from school each day. In order to reduce student... [READ MORE](#)

**Term Dates, 2021/2022**  
10th August 2021 | School Day to Day  
Term 1 Friday 27th August to Wednesday 22nd December 2021 First term day off – Monday 27th

**Booklists 2021/2022**  
25th May 2021 | School Day to Day  
Please find below the booklists for each year group for the academic year 2021/2022. Queries to

**Information Session on Transition Year for Third Year Parents & Guardians**  
5th May 2021 | School Day to Day  
Thank you to all the parents and guardians who joined



# Website

The screenshot shows the website for Newpark Comprehensive School. The browser address bar displays 'newparkschool.ie'. The website header includes the school logo and navigation tabs: ABOUT US, FOR STUDENTS, FOR PARENTS, FOR TEACHERS, ADMISSIONS, and CAMPUS PARTNERS. The 'FOR PARENTS' menu is expanded, listing various resources such as NEWS, EVENTS, VSWARE, BOOKLISTS, PARENT/GUARDIAN TEACHER MEETING ORGANISER, VOLUNTARY CONTRIBUTION, UNIFORM, LOST PROPERTY, PARENT/GUARDIAN GUIDE TO MICROSOFT TEAMS, EXTRA CURRICULAR INFO, GUIDANCE & COUNSELLING, PARENT TEACHER ASSOCIATION, BOARD OF MANAGEMENT, GALLERY, NURSES, NEWSLETTER, and POLICIES AND PROCEDURES.

Below the navigation, there are several news articles and featured images. One article is titled 'Schlinks Music Lessons Recommencing - Enroll Now' with a date of 7th September 2021. Another article is 'Covid 19 - What if I have symptoms?' also dated 7th September 2021. A third article is 'School 2021/2022, #1 (Key Information Prior to Return)' dated 2021. Other articles include 'Term Dates, 2021/2022' (10th August 2021), 'Booklists 2021/2022' (25th May 2021), and 'Information Session on Transition Year for Third Year Parents & Guardians' (5th May 2021). There are also two featured images: one showing students in a classroom with the text 'Aide toi, je t'aiderai' and another showing a young man in a dark jacket.

The footer of the website shows the URL 'https://www.newparkschool.ie/vsware' and the Windows taskbar at the bottom with the date 21/09/2021 and time 16:54.

# Website

The screenshot shows the website for Newpark Comprehensive School. The browser address bar displays 'newparkschool.ie'. The website header includes the school logo and a navigation menu with the following items: ABOUT US, FOR STUDENTS, FOR PARENTS, FOR TEACHERS, ADMISSIONS, and CAMPUS PARTNERS. A secondary menu on the left lists: CONTACT, WELCOME, HISTORY, ETHOS, BOARD OF MANAGEMENT, POLICIES AND PROCEDURES (highlighted), CHILD PROTECTION, SCHOOL IMPROVEMENT & INSPECTIONS, GREEN SCHOOLS NEWPARK, EUROPEAN SECTION, and ERASMUS+ PROGRAMMES. Below the navigation is a banner image of students working at a desk with the text 'Help yourself and I'll help you'. The main content area features six news articles:

- Schlinks Music Lessons Recommencing – Enroll Now**  
7th September 2021 | School Day to Day  
Newpark Music Department in conjunction with the Newpark Academy of Music is delighted to announce that the Schlinks Music Lessons will commence on Monday... [READ MORE](#)
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The footer of the page shows the URL 'https://www.newparkschool.ie/policiesprocedures' and a Windows taskbar with the date '21/09/2021' and time '16:58'.

# Text message



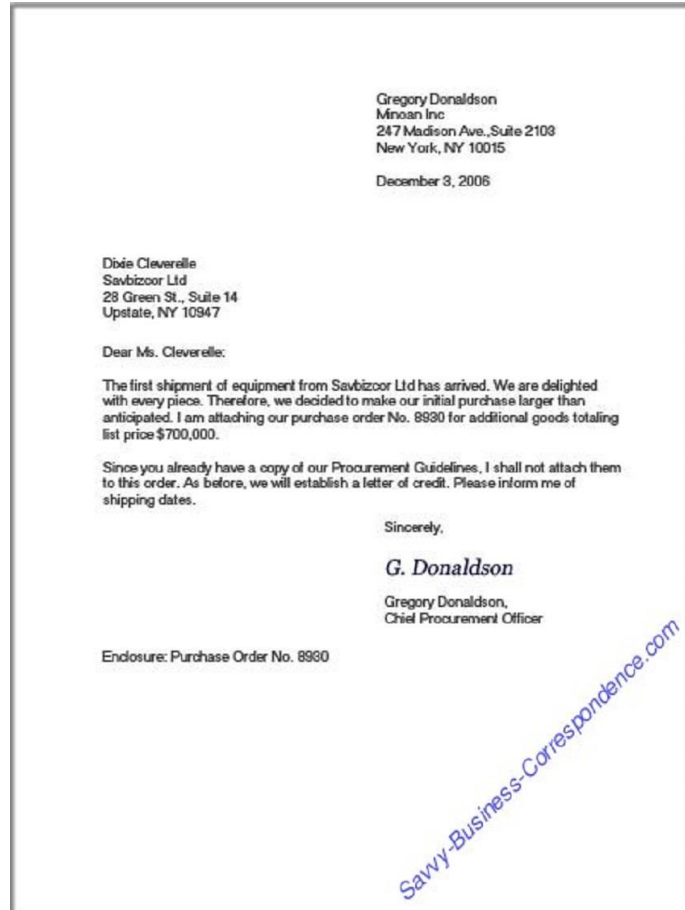
We tend only to text when we really need you to know about something and it's time sensitive

- Absence from school
- Reminder re email or letter going home in bag
- The school is...
- Often the focus is on a single year group or class

# Parent/Guardian use #1

No.1	Note to/from Parent/Guardian No.1
<p><b>Note to/from Parent/Guardian</b></p> <p>Received by _____ Date ____/____/____</p> <p>Reason _____</p>	<p>Student Name _____ Class _____</p> <p>Date ____/____/____</p> <p>Note _____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>Signature of Teacher/Year Head _____</p> <p>Signature of Parent/Guardian _____</p>

# Letter and email



# Newsletter – Dec & May





# VShare App

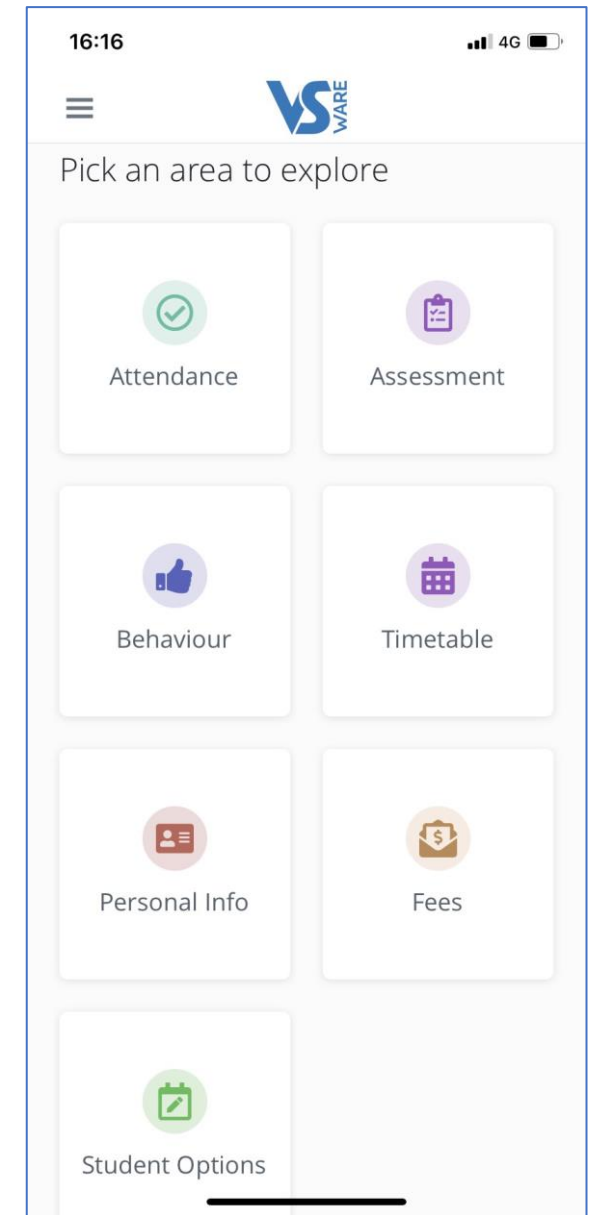
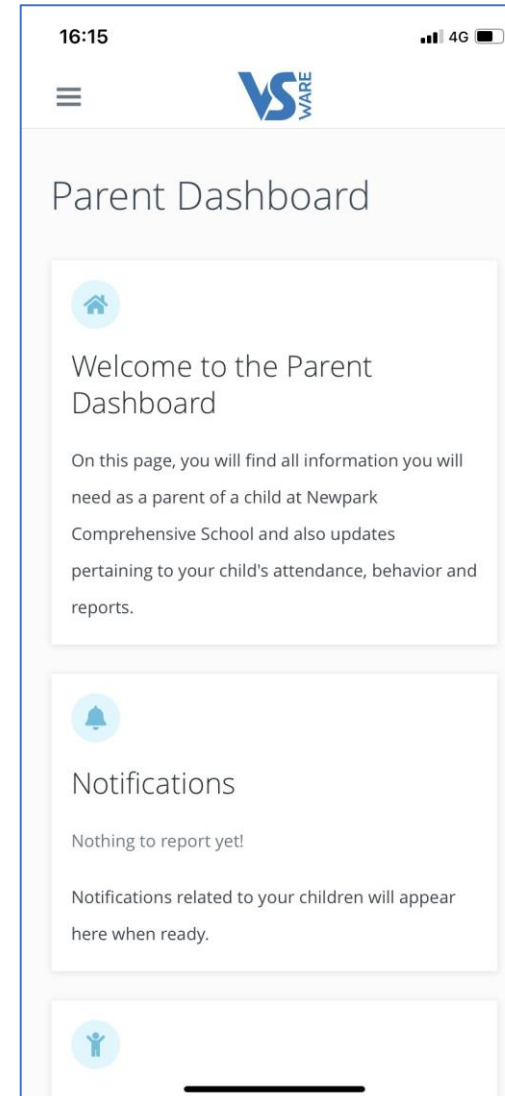


- Please download the app and turn on push notifications to ensure that you don't miss any important school announcements
- **VSmail** is an in-app messaging service for announcements to parents
- Announcements will be directed to a specific groups once lists are finalised i.e. First year drama, 1st year boys, all students etc.



Keep an eye on VSware – a lot of information is maintained here

- Attendance (to school and class)
- Students' timetables
- School reports
- Names of teachers
- MDs (positive and negative)







<https://support.vsware.ie/en/guides-for-parents>

VSWARE Help Center [Go to vsware.ie](#)

Search for answers

Help Center > Guides for Parents

- Guides for Parents
  - Parent App
  - Submitting an absence to the school
  - VS-Mail
- Guides for Students
- School's guide to Parent Accounts
- Frequently Asked Questions

## Guides for Parents

### Parent App

- Parent App - Everything you need to know
- Parent App - Downloading the app and logging in
- Parent App - Dashboard
- Parent App - Attendance

Search for answers

Help Center > Guides for Parents > Submitting an absence to the school

- Guides for Parents
  - Parent App
  - Submitting an absence to the school**
  - VS-Mail
- Guides for Students
- School's guide to Parent Accounts
- Frequently Asked Questions
- VS-Mail
- Teacher 'Cheat Sheets'

## Parent App - Submit an Absence Request

How to submit a past or future absence request to your school as a parent

*Please note that if you do not have access to this feature, it is because your school has not enabled it.*

### Submitting absences / Informing the school when your child is absent

**[Click here](#) to watch a video of a parent submitting an absence request.**

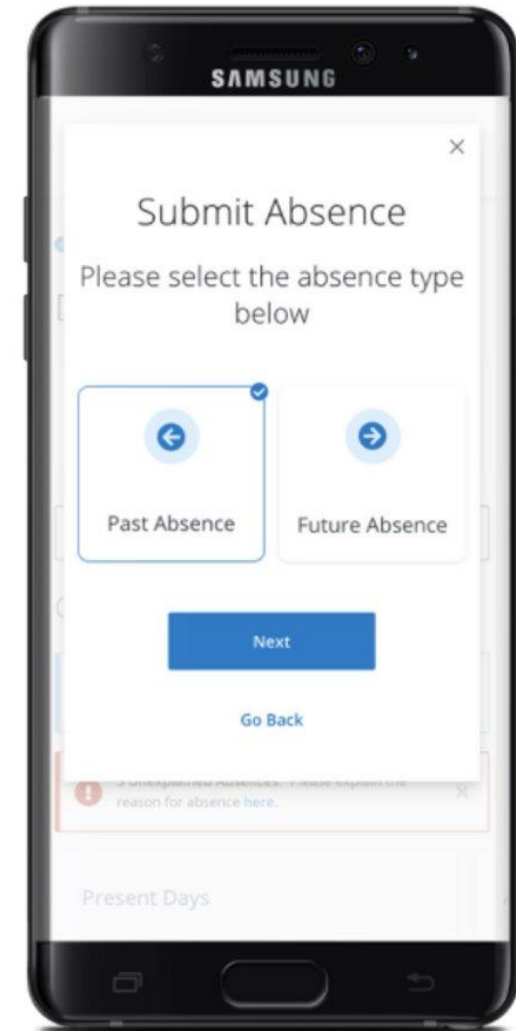
# Absences & Punctuality

## Absences


- Absence requests must be sent via the VShare app
- Please do not email the school office to explain absences
- Please submit absence requests before 8:30am
- If your child is absent from school and has missed the AM registration, you will be notified via the app and asked to submit an absence note.

## Arriving Late / Leaving Early?

- Students must sign in at the library in G20 even if an absence note has been sent in via the app
- Students must sign out with the librarian or at the front office if leaving school early. A note must have been received via the VShare app.
- If a student is sick – must go to the nurse. Nurse will contact home about signing out.



# Daily Routines



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ABOUT US FOR STUDENTS EVENTS  
VSWARE  
BOOKLISTS

- Covid-19 Policy Statement, 2020
- Covid-19 Respon
- Covid-19 Respon
- Covid-19 Respon
- Dress code polic
- Dignity At Work
- GDPR Privacy N
- GDPR Records R
- Health and Safet
- Healthy Eating P
- Information Tech
- Job Sharing, Care
- Junior Cycle Ass
- Mobile Phone Po
- Procedure List -
- Punctuality Proc
- Relationships an
- RSE Policy, 2020
- School Trips Poli

### PROCEDURE LIST

**Driving to school?** To avoid congestion and to keep students safe, parents/guardians are requested not to drive onto the campus unless absolutely necessary. Consider dropping your child at a safe place off campus. If you need to drop your child onto the campus, under no circumstances are you to stop or pull up in front of the red brick building. Drive to the rear of the redbrick, pull in as near to the exit gate as possible and ask your child to alight quickly and safely. If parking, or stopping for longer, please use the sports centre carpark.

**Late to school?** If your child arrives after registration has finished they MUST sign in at the Library in G20. An absence request should be sent in by a parent/guardian via the VSware app if the late arrival is for a legitimate reason.

**Need to leave early?** You MUST sign out at the library (until 1pm) or at the school office (after 1pm). A note should be submitted via the VSware app by a parent/guardian by 8:30 that morning.

**Feeling ill?** The Nurse will help! Anybody feeling unwell during the school day MUST attend the Nurse who will contact home if the student needs to leave school. Students are not permitted to leave the school because of illness without first contacting the Nurse and signing out at the school office.

**Visiting the school?** Parents/Guardians are requested not to visit the school at this time in line with our COVID-19 response plan.

**Lost property?** Please ensure all your child's belongings, including books, PE gear and uniform items, are clearly named. In the event of an item becoming lost, named items are easily traced.

**Mobile phones and other electronic devices.** Mobile phones should be switched off and kept in the schoolbag unless its use has been requested by the class teacher for educational purposes.

**Absent from school?** If your child is absent there is no need to ring the school. Please submit an absence request via the VSware app explaining their absence. A notification will be sent to the app in the event of your child being recorded as absent at morning registration. If your child misses registration, she or he *must not* forget to sign in at the Library.

**PE?** As the Sports Centre is open to the public during the school day all valuables – phones, jewellery, money etc. - should be placed in the student's locker prior to PE if available or given to the teacher in charge. The school cannot accept responsibility for lost or stolen property.

**Got a problem?** Your child's Form Teacher is the person you should contact in the first instance. They may be contacted by email [firstname.surname@newparkschool.ie](mailto:firstname.surname@newparkschool.ie) If the problem is of a more personal nature, the Nurses or Guidance Counsellors are available. The Newpark website, [www.newparkschool.ie](http://www.newparkschool.ie) is very informative and if your enquiry is of a general nature you will be able to find all you need to know on the website.

- Safety to and from school
- If driving, consider dropping them at a safe place off campus
- Cycling – plenty of bicycle and scooter racks
- Behaviour coming to and going home from school
- Feeling ill? – Visit the school nurse  
*(first floor of the Red Brick building)*

# The Lunch Box

- Key fob and information leaflet were sent home with students last Thursday
- Cashless meal collection scheme
- Payment is processed directly with The Lunch Box via their app
- You can sign up for up to four days per week
- Three weekly menu options
- Email [info@thelunchbox.ie](mailto:info@thelunchbox.ie)

**THE LUNCH BOX**

**SCHOOL LUNCH, SOLVED**

*Service starts, 28th Sep!*

Cashless and convenient, we take the pressure off parents and give students lunchtimes to look forward to.

Healthy Delicious Meals - €5.50 per day

Registration Fob same as last year's or 1st timers get one in school!

Pre-order by midnight 48hrs in Advance

- \* Purchase incredible meal schemes for the term
- \* Pre-order for the dates you have purchased

- 1. GET THE APP**  
Delete the old App and Get the new App "The Lunchbox Mealscheme" available on Google Play and Apple App Store
- 2. Need a fob**  
Get a fob number – distributed at school or feel free to get in touch with us directly [info@thelunchbox.ie](mailto:info@thelunchbox.ie)
- 3. REGISTER**  
Add your details and choose the best days of the week for you
- 4. PRE-ORDER**  
your menu items on the days of your scheme

**LET US DO THE REST!**

For menus & more information...  
[www.thelunchbox.ie](http://www.thelunchbox.ie)

# Organisation

- Copy of timetable at home
- Good locker practice
- Labelling of books and clothing
- Lost Property: Due to Covid there is currently no lost property area
- Mobile usage in general – phone policy and expectation around use of phone.

## **Mobile Phone usage policy in Newpark Comprehensive School:**

1. Phones may be used before school, during small break and lunch.
2. Teachers may encourage the appropriate use of mobile phones in pursuit of learning, in classrooms and other learning settings within the school.
2. Please do not contact your child at school. Phone the office.



## Restrictions on the Use of Mobile Phones:

- 1. Phones/earphones must be in school bags and switched off during class times, unless used for educational purposes, as directed by teachers. If a phone goes off in class, then the phone will be confiscated. If a student is using a phone without permission in class, for any reason, the phone will be confiscated.
- 2. When a phone is confiscated, this will be entered in VShare as a Behavioural MD by the teacher. The phone will be placed at the top of the room for the duration of the class. Retrieving the phone at the end of class is the responsibility of the student.
- 3. Before leaving a class and while moving between classes, mobile phones and earphones must be in students' bags and switched off.
- 4. Mobile phone use is prohibited in the Sports Complex at all times. Phones must be stored in a safe place unless use is requested by the teacher for educational purposes.
- 5. No photographs or recordings (either video or audio) can be made with a phone on the school premises without the school's permission.
- 6. No recording of any person is permissible. Using the mobile phone in such a way seriously infringes on people's privacy and rights under GDPR.
- 7. For incidents where students use a mobile phone to bully others by sending or resending offensive messages or calls, please see Newpark's anti-bullying policy. It is a criminal offence to use a mobile phone to menace, harass, or to send on offensive material about another person.
- 8. Mobile phones are the responsibility of the individual and the school will accept no responsibility for lost, stolen or damaged items.

## **BASKETBALL**

- First Year Girls: Wednesdays 1.15 - 2.45
- First Year Boys: Fridays 4 – 5.30

Training will take place using both the indoor and outdoor courts with the year groups training on any day alternating between indoor and outdoor on a weekly basis.

## **HOCKEY**

- First Year Girls: Tuesdays 4 – 5.30                      Wednesdays - matches
- First Year Boys: Tuesdays 4 – 5.30                      Wednesdays - matches

## **RUGBY**

- First Year Boys: 5 – 5.30 pm Monday & Thursday.                      Wednesdays - matches

## **SWIMMING**

- Swimming – Early morning lane swimming from 8am to 8.30 + Wednesday afternoon free swims

Students will be required to sign up in advance for the early morning swim sessions or on a Wednesday afternoon. If interested, please see Ms Ormond. Doctor's note needed if not swimming during PE.



**Hockey** – Strength + conditioning - For the group participating in the later hockey session on any given day, there will be a functional movement strength and conditioning session facilitated from 4pm.

**Inter-school matches** for all sports can now take place but unfortunately, supporters are still prohibited from attending these matches under the current Covid19 restrictions for schools.

**MUN – Model United Nations:** An opportunity for students to have a voice and learn about the work of the UN and meet like minded children from other schools. Covid regulations permitting – it will be back!

**CHRISTIAN UNION** Meeting every Wednesday morning in RB1 from 8.30-8.50am, started Wednesday 22nd of September

## **DRAMA**

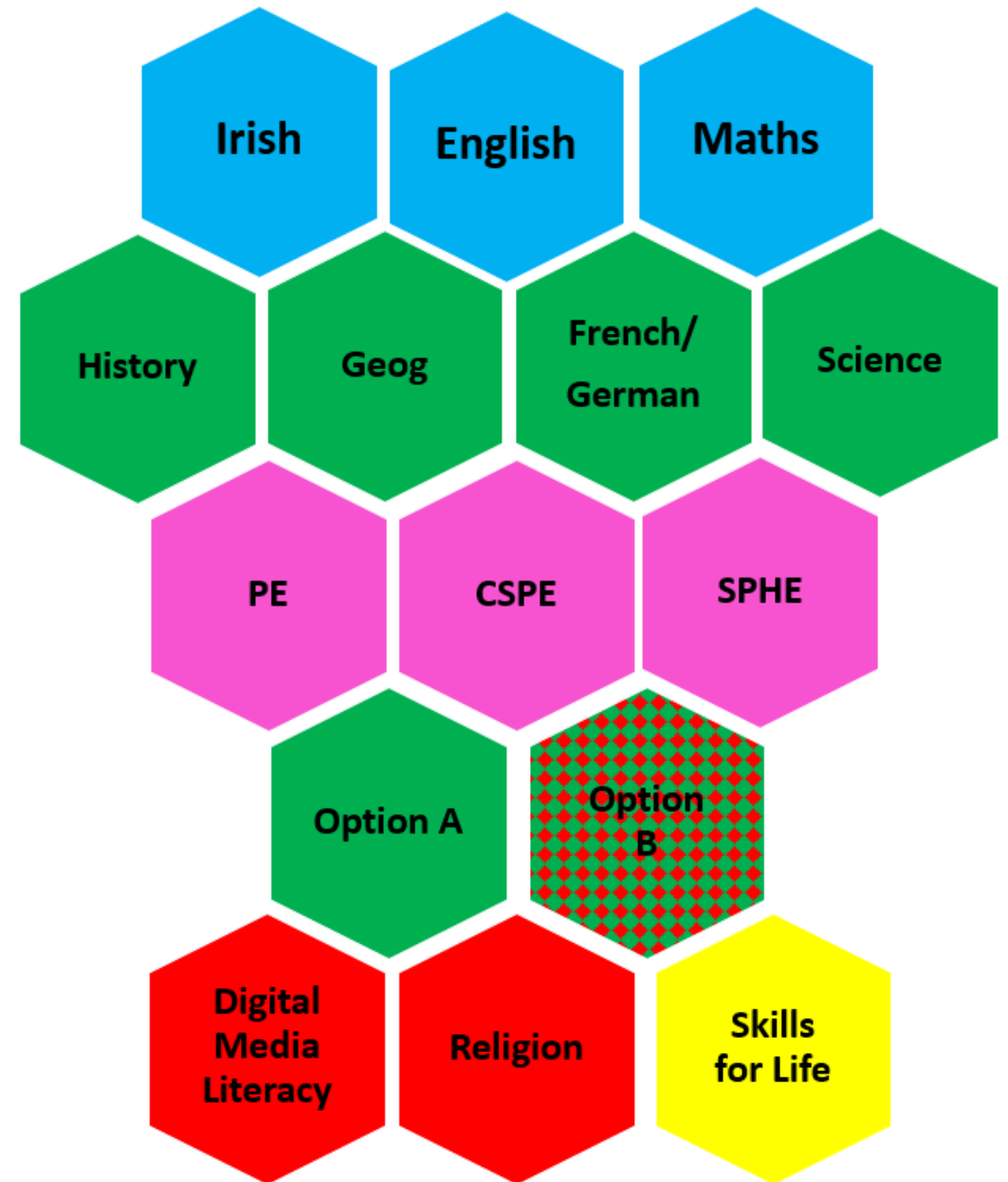
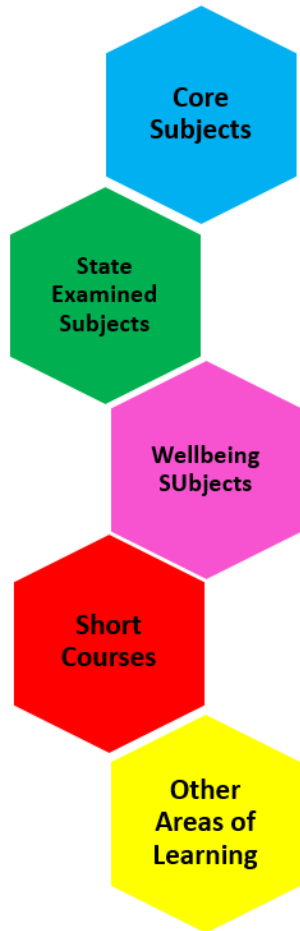
- Rehearsals for this year's Shakespeare production of 'A Midsummer Night's Dream' will be on most days. 1st year Drama will be on Friday afternoons from 4 to 5pm. Rehearsals will take place both indoors and outdoors and when indoors students will be required to wear face coverings and continue to social distance.

**GREEN SCHOOLS** – See Ms Achari, Mr Power or myself to be added as a member of the Green Schools Teams. Meetings for 1<sup>st</sup>, 3<sup>rd</sup> and 6<sup>th</sup> on Fridays at 1.10pm.

# Options

- Sampling took place in early September.
- Option subjects have been chosen.
- Any changes after the 1<sup>st</sup> October are not advised.

# Junior Cycle Programme in Newpark



# Social

- It is **OK to be nervous**, scared and lonely initially. Acknowledge it and reassure them that this is normal and that they will be OK. It often takes until Christmas for some to settle
- **Join ECAs**, sports, drama, lunchtime groups (some may feel intimidated going to an ECA if they know no one, so will need encouragement)
- May **need a little help on how to make friends**. Give them a sentence or two to say, such as “Hi, what primary school were you in?”
- Be aware that not all teenagers need or want groups of friends. They may be happy with one or two and like some time on their own
- Parents/guardians **listen...** they don't always need advice or for you to 'fix it'. What is a problem today may not be a problem tomorrow

# Social Media



# Screen time

- Teens in western countries spend an average of five hours per day in recreational screen use
- By age 18, the average person will have spent three full years of 24-hour days in the 'off-real' world
- Research indicates there is a medical impact of high levels of screen time, for example: difficulties with empathy, low mood, difficulties with attention, reduced academic performance, increase in dissatisfaction with one's own appearance, insomnia, increase in stress and irritation in the body
- What can you do?
  - Limit screen time, especially before bed
  - No screens in bedrooms
  - Positive modelling





# Questions & Answers



Newpark  
Comprehensive School

Scoil Chuimsitheach

Na Páirce Nua

Many thanks for coming along this evening

[margaret.dempsey@newparkschool.ie](mailto:margaret.dempsey@newparkschool.ie)



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