

Beaufort College

1st Year Parent/Guardian Information Book 2023

Tús Maith Leath Na hOibre (A good start is half the work)



Address: Trim Rd, Navan, Co Meath

Eircode: C15PY53

Principal: Mr. Ken Flynn

Deputy Principals: Ms. Karen Tobin

Ms. Anne Marie Mc Carrick

Phone: 046 9028915

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Important Dates 2023-24

Date	Event
14th August 2023	Attendance Card, School Uniform Jacket collection & Information Meeting
24th August 2023	Return to School - 1st Year Students
25th September 2023	School Open Night 2023
29th September 2023	Discretionary School Closure
10th October 2023	6 th Year & LCA2 Parent-Teacher Meeting
25th October 2023	Year Group Positive Assemblies
30th Oct – 3rd Nov 2023	Mid-term Break
9th November 2023	3 rd Year Parent-Teacher Meeting
13th – 17th November 2023	Autumn Assessments
14th November 2023	JCT Subject Cluster Day – School closed to students
4th December 2023	Discretionary School Closure
11th December 2023	1st Year Parent-Teacher Meeting
20th December 2023	Year Group Positive Assemblies
25th Dec – 5th January 2023/4	Christmas Holidays
15th January 2024	5 th , and LCA1 Parent-Teacher Meeting
27th January 2024	Incoming First Year CAT4 Test
29th Jan – 9th Feb 2024	Mock Examinations
30th January 2024	Senior Cycle Options - Information Evening (7-8 PM)
5th February 2024	Bank Holiday – school closure
12th – 16th February 2024	Mid-term Break
22nd February 2024	2 nd Year & TY Parent-Teacher Meeting
15th March 2024	Oide CPD for teachers – School closed to students
18th March 2024	Bank Holiday – St. Patrick's Day
19th March 2024	Post-Mocks Parent-Teacher Meeting (3 rd & 6 th Year)
20th March 2024	Year Group Positive Assemblies
25th March – 5th April 2024	Easter Holidays
2nd May 2024	Sports Day
3rd May 2024	Discretionary School Closure
6th May 2024	Bank Holiday
8th May 2024	Year Group Positive Assemblies
9-13th May 2024	Summer Assessments
21st May 2024	6 th Year Awards Ceremony
22nd May 2024	6 th Year Graduation Celebration (7-9 PM)
23rd May 2024	Whole School Awards Ceremonies

Student Direct Costs 23/24

€200 PER STUDENT PER YEAR (includes Book Rental, School Journal, Locker, and Locker Lock, 24- Hr. Pupil Insurance Cover, Postage, Admin, Text Alerts, Exam Papers 3rd & 6th Year only).

Way2Pay – Cashless Payment System (see attached guide)

To make a payment, click on www.beaufortcollege.ie Home page.

Scroll to the bottom of the homepage and click on Pay with Way2Pay



1st Year Information Meeting - 14th August 2023

Venue: Beaufort College

This meeting is for parent/guardian and students. Students will have their photo taken for their attendance card and can collect their school jackets at this induction meeting.

It is essential that all parent/guardian & students attend this meeting.

Student Induction Programme

The 1st year induction programme takes place on the **1ST, 2ND AND 3RD OF AUGUST 2023**. This programme allows students to:

- Meet school staff and the school completion programme key worker, Jenny D’Arcy.
- Take part in a tour of the school building
- Participate in interactive workshops & team building activities
- Ask any questions that they may have prior to starting in late August.

All Incoming first students are strongly encouraged to participate in this programme. Further details to follow.

Canteen Services & School Meals Programme

Beaufort College school canteen is run by TFW Food Services. Under the DES School Meals Programme, students can avail of a free breakfast from 8.00am-8.30am each day and a free hot meal at lunchtime from 1.10pm – 1.50pm.



Snacks are available to purchase during the morning breaktime.

Students can use their Canteen Card to make purchases. Parents can see the FAQs Section and learn how to top-up their student’s card at <https://www.tfwfoodservices.ie/faq.html> and www.tfwfoodservices.ie (See attached for more details.)

Class Timetable 2023/ 2024

Time	Monday	Tuesday	Wednesday	Thursday	Friday
8:42-8:50	Tutor: Check & Connect	Tutor: Check & Connect	Tutor: Check & Connect	Tutor: Check & Connect	Tutor: Check & Connect
8:50-9:30	Period 2	Period 2	Period 2	Period 2	Period 2
9:30-10:10	Period 3	Period 3	Period 3	Period 3	Period 3
10:10-10:50	Period 4	Period 4	Period 4	Period 4	Period 4
10:50-11:10	Break				
11:10-11:50	Period 5	Period 5	Period 5	Period 5	Period 5
11:50-12:30	Period 6	Period 6	Period 6	Period 6	Period 6
12:30-13:10	Period 7	Period 7		Period 7	Period 7
13:10-13:50	Lunch				
13:50-14:30	Period 8	Period 8		Period 8	Period 8
14:30-15:10	Period 9	Period 9		Period 9	Period 9
15:10-15:50	Period 10	Period 10		Period 10	Period 10

Beaufort College School Uniform 2023-24

Beaufort College's school uniform forms a pivotal part of the school community's rules and expectations which all partners embrace upon accepting a place in the school, available here: [Code of Behaviour](#)

Junior Formal Day Uniform

- Grey skirt/trousers
- Wine, crested Jumper
- Grey shirt (2/3 recommended)
- School Tie



Junior and Senior PE Uniform Compulsory for all years

- Crested half-zip top
- **CRESTED BLACK SPORTS TROUSERS (NEW)**
- Plain black or white t-shirt

Full PE uniform may be worn on days when PE is timetabled only.



Senior Formal Day Uniform

- Black skirt/trousers
- Black Beaufort crested jumper
- White shirt (2/3 recommended)
- School Tie




ANSEO student attendance card must be worn everyday as part of uniform

The School Jacket is compulsory for ALL first and second year students.

The jacket is available in two styles: hybrid and hard shell. The school jacket ONLY may be worn in classes as part of the full uniform.

The jacket may be purchased from www.schooluniformsdirect.ie

Foot Wear

<p>Plain black footwear Any plain ALL-BLACK (including black sole) footwear are permitted to be worn with the Formal Day Uniform.</p> 	<p>The picture opposite are examples of shoes that are NOT permitted to be worn with the Formal Day Uniform.</p> 	<p>Fashion/sport tops and hoodies are NOT part of school uniform and are not permitted at any time. All such items will be confiscated.</p> 
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Beaufort College First Year Equipment list 2023/24

To be purchased by parent/guardian

<h3 style="margin: 0;">General Equipment</h3> <p>Every student is expected to have his/her own reusable Water Bottle. We are striving to be a more sustainable school and are eliminating single-use plastics from our campus.</p>	<p>Pencil Case containing</p> <ul style="list-style-type: none"> • Pencils • Pens (Red, Blue, Black), • Ruler (30cm) • Eraser & Parer • Colouring pencils (Optional)
English dictionary	Casio fx-85gt calculator
English Irish dictionary	Maths Set

Core Subject	Required materials
Mathematics	Project Maths Copy (A4) x 2
English	<ul style="list-style-type: none"> ○ A4 Soft Cover Manuscript copy x1 ○ Display folder x1 ○ Refill pad x 1
Irish / EAL	A4 Soft Cover Manuscript copy x1
Geography	A4 Soft Cover Manuscript copy x1
History	A4 Soft Cover Manuscript copy x1
Science	A4 Science Copy (with graph paper)
CSPE / SPHE	A4 Soft Cover Manuscript copy x1
Religion	A4 Soft Cover Manuscript copy x1
Optional Subjects	Required materials
Visual Art	<ul style="list-style-type: none"> ○ A2 folder (can be used until 3rd year) ○ HB pencils ○ 2B pencils ○ 4B pencils
Business Studies	A4 Soft Cover Manuscript copy x1
French	<ul style="list-style-type: none"> ○ English/French Dictionary (Collins) ○ A4 Soft Cover Manuscript copy x 2 ○ A4 100-page display book
German	A4 Soft Cover Manuscript copy x 1 Display folder x1
Home Economic	<ul style="list-style-type: none"> ○ Apron, ○ Hair Bobbins ○ Medium Lunchbox ○ A4 Soft Cover Manuscript copy x1
Wood Technology	HB pencil x2
Engineering	A4 Soft Cover Manuscript copy x1
Music	Music Manuscript Copy
Graphics	<ul style="list-style-type: none"> ○ 30/60 degrees and 45 degree set squares. ○ Protractor ○ Quick set compass ○ 2H and 5H pencils ○ Roll of masking tape

NOTE: At the Information Meeting on the 14th August, students will be informed of their 3 Option Subjects.

Parent/Guardian Guide to the Student Journal

Parent/Guardian is expected to support their child's education by reviewing & signing the student learning journal each week. The Scáthán should be discussed each evening.

White Pages – Recording Homework, Daily Checklist & Notes to/from School – Parent/Guardian.

The Student Learning Journal has many functions:

- o The primary means of communication between school and home
- o Students use their journal to record their homework
- o A guide and support to students in reflecting on and managing their learning
- o The Journal promoting a culture of learning and wellbeing within the school
- o Indicator that the student has permission to leave class

The journal must be available to all teachers on request and must be checked daily by Parent/Guardian. Students should use their journal to check that they have the correct materials for each class and that they have all their homework/class learning recorded and completed. The habit and discipline of dedicated nightly study is essential to develop as a learner for the future.

Please note: Students often do not write in 'learning homework' but will *always* have learning homework e.g. Poetry, Maths formula, etc.

Blue Page – Recording student achievements and areas for improvement

Good Notes/Bad Notes: The blue page is the Scáthán (Mirror) section. This means that your child's behaviour and engagement will be reflected here. In Beaufort College we promote Student Achievements (good notes) and Areas for Improvement (Bad Notes). As part of our Positive Behaviour Strategy we will commend student and class excellence with a variety of rewards.

Please sign these notes every night to acknowledge you have read them.

Green Pages – Leaving Class with Permission

This grid will be complete by the class teacher in respect of every absence from class for a specific agreed purpose e.g. accessing toilets. Please speak to your child about the reason for the absence if you notice regular exits from class or the emergence of a pattern to access the toilets. Student have two formal breaks with access to toilets so Beaufort College's expectation is that this section will be used in exceptional circumstances only.

Yellow Section – Weekly Tracking Sheet (as a Teaching & Learning support for students)

Please monitor this page carefully and encourage your child's progress by discussing the contents and signing in the appropriate section each evening.

Pink Section – Explanation for Absence

The Education (Welfare) Act, 2000 provides a comprehensive framework for promoting regular school attendance and tackling the problems of absenteeism and early school leaving. Parents/Guardians are mandated to explain all absences from school to the school authority. Please complete and return an Explanation for Absence note in respect of every absence from school. Students must hand this signed note to their Tutor on the first day of their return to school.

Summary of Beaufort School Attendance Policy

Attendance Expectations

- **ALL STUDENTS ATTEND SCHOOL EACH SCHOOL DAY**, for the full day, unless there is a valid reason.
- Students are punctual in attending school and class.
- **STUDENT ABSENCE IS COMMUNICATED TO BFT USING THE APPROPRIATE SECTION OF THE SCHOOL JOURNAL.**
- Students adhere to the “arriving late” and “leaving early” procedures.
- Students understand why good attendance and punctuality are important through active engagement with the lessons delivered each term on this topic.

Parent/Student access to ePortal

Parents and students are provided with an ePortal log-in. Full attendance data by day and by class period is available to parents and students allowing them to monitor attendance/absences.

Accessing Attendance Information

- www.beaufortcollege.ie
- Scroll to the bottom of the page
- Select ePortal
- Log in using the username and password provided
- Click on MORE in the Attendance section
- **THE LIST OF ROLL CALL CLASSES THAT THE CHILD WAS ABSENT FOR WILL BE VISIBLE** (note that there are 2 roll call each day, 1 in the morning and 1 in the afternoon). A full day absence includes both a morning and an afternoon absence.

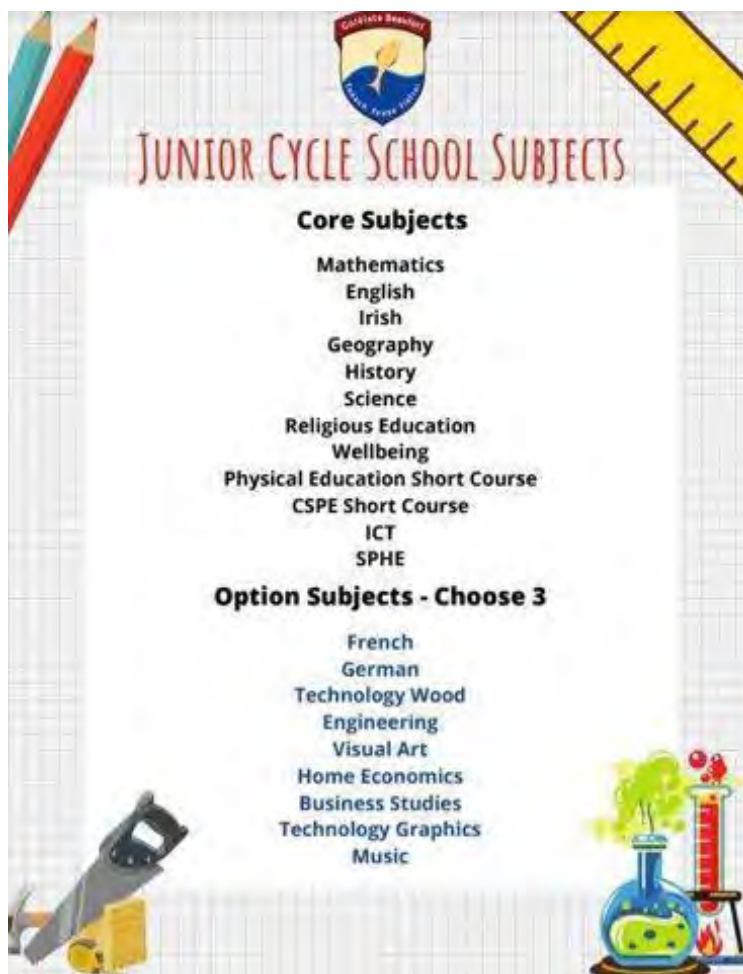
TO CHECK WHICH CLASSES YOUR CHILD ATTENDS DURING THE DAY, CLICK ON REGISTRATION AND SELECT THE DATE/DATE RANGE YOU WISH TO CHECK.

Mobile Devices

- The personal use of mobile phones and or digital devices is strictly prohibited from use at all times while on the school campus.
- Devices must be powered off and out of sight!
- Devices can only be used with the teachers’ permission where it is supporting Teaching, Learning and Assessment.



Junior Cycle Subjects



Junior Cycle Overview

The new Junior Cycle features newly developed subjects and short courses, a focus on key skills, and new approaches to assessment & reporting.

What is a short course?

A short course is a new curricular component in junior Cycle. It is designed for approximately 100 hours of student engagement and provides opportunities for schools to broaden the range of educational experiences they offer in Junior Cycle. In Beaufort College short courses are undertaken in **CSPE** and **PE**.

Assessment

The most significant change in Junior Cycle is in assessment. A dual approach to assessment involving Classroom Based Assessments (CBAs) across the 2nd and 3rd years, and a final externally assessed, state certified examination provides the appropriate balance between preparing students for examinations and facilitating creative thinking, engaged learning and

better outcomes for students.

What is a Classroom Based Assessment?

A Classroom Based Assessment provides students with opportunities to demonstrate their understanding and skills. It is a task that will cover a broad range of activities including oral presentations, written work of different types, practical or designing and making activities, artistic performance, scientific experiments, projects, or other suitable tasks. Each subject will have two CBAs – one in 2nd year and one in 3rd year.

Grading of CBAs

Each CBA will be followed by a SLARS Review (Subject Learning and Review) meeting. This is where teachers in the same department in the school compare their assessments of students work and ensure a common approach to marking across the department that aligns to the national standard. Where there is only one teacher of a subject in the school, the teacher may join an appropriate SLARS meeting in a cooperating secondary school. Following the SLARS meeting, each CBA project is given a grade, which may be –

- Exceptional
- Above Expectations
- In Line with Expectations
- Yet to Meet Expectations
- Not Reported

The results will be communicated to students and parents, and a record kept in the school. The results will also feature on your student's **Junior Cycle Profile of Achievement (JCPA)** along with the **final Junior Cycle examination results** and details of **other areas of learning**.

Assessment Task (AT)

The AT is a handwritten assessment that assesses what students have learned, and asks about skills that they have developed, from their experience of having completed the second CBA (3rd year). The Assessment Task is completed during class time under the supervision of their teacher and will take place over two class periods. The AT script is sent, along with the final assessment at the end of third year, to the State Examinations Commission (SEC) to be marked. It will account for up to 10% of the state-certified examination and will be incorporated into the grade that a student receives for their final SEC examination.

The Final Examination

The final examination will be:

- No more than 2 hours in duration
- Taken in a maximum of 10 subjects only.
- Available at a common level apart from English, Mathematics and Irish where there will be two levels (higher and ordinary).
- Assessed by SEC using the following set of grades:

Distinction	90 - 100%
Higher Merit	75 – 89%
Merit	55 – 74%
Achieved	40 – 54%
Partially Achieved	20 – 39%

Levels

English, Irish and Maths in second year will be offered at two levels, higher and ordinary, and the externally assessed state certified exam will reflect this. The CBA in second year and third year will be set at a common level. All other subjects in Junior Cycle are common level.

Key Skills of Junior Cycle

The 8 key skills of Junior Cycle aim to help students face the many challenges presented to them in today's world. They support learners in their personal, social, and work lives. They are relevant to all subject areas and they improve the learner experience. They are embedded in the curriculum through the statements of learning and in curriculum specifications.

<https://www.curriculumonline.ie/Junior-cycle/Key-Skills/>

Assessment for Learning

In Beaufort College we promote comment only feedback for up to 30 % of student assessments. This means that students receive feedback which lets them know what they have done well and what they need to work on. This approach promotes independent learning and is proven to lead to better student outcomes in all assessments.



The Power of Formative

Type of Feedback to Students	Gain in Performance	Student's Interest in further learning
• Marks	none	Top Students + Bottom students -
• Comments	30%	All Students +
• Both	None	Top Students + Bottom students -

[Butler, R. (1988) *British Journal of Educational Psychology*, 58 1-14]

Student Wellbeing Supports

Support	Name of Person(s)	Email Address
Additional Education Needs (AED)	Ms. Armstrong	rarmstrong.bft@lmetb.ie
Anti-bullying Coordination	Ms. Carry	ccarry.bft@lmetb.ie
Behaviour for Learning	Mr. Donnelly	cdonnelly.bft@lmetb.ie
Guidance Counsellor (s)	Ms. Russell Ms. Duff	mrussell.bft@lmetb.ie mduff.bft@lmetb.ie
Home School Community Liaison (HSCL)	Ms. Moran	amoran.bft@lmetb.ie
JCSP Library	Mr. Kettles	nkettles.bft@lmetb.ie
1st Year, Year Head	Ms. Markey	smarkey.bft@lmetb.ie
School Completion Programme (SCP)	Jenny D'Arcy	jdarcy.bft@lmetb.ie
School Receptionist	Ms. Mary Mc Kiernan	beaufortcollege@lmetb.ie
School Secretary	Ms Rachel Dunphy Ms. Kayleigh Duffy	beaufortcollege@lmetb.ie
Wellbeing Coordination	Ms. McMeel	jmcmeel.bft@lmetb.ie

We look forward to welcoming all incoming first year students along with parents/guardians to our information meeting on 14th August 2023.
(Full details to follow via text message)



TFW FOOD SERVICES

TFW FOOD SERVICES CASHLESS CATERING

We are delighted to offer this innovative solution to your school. Cashless payments give you, as a parent, full control over your child's spending on school lunches. No more looking for change, no more wondering where and what they are eating... With the cashless system comes a simple and innovative way for you to pay for your child's nutritious and healthy school meals supplied by TFW Food Services.

How it works:

The first step is to get a TFW contactless card to use in the system. To do this you just open an online account with at tfwfoodservices.ie. Click on the "register" link and follow the instructions. The card will be available for pick up the following morning in the canteen.

- Through an online account you manage your child's card. You can manage multiple children's cards from just one account.
- The card is topped up online using a secure payment gateway with processing done by Sage Pay. Example top up by €20.00

- You can also top up with cash at the school canteen.

- At the school your child selects their meal and simply presents the card to the cashier who taps the card to a reader.

- The card balance is updated with the cost of the meal. Example €3/ €3.50

- Back online you can see the transaction and the card(s) balances in your account.

- o Super Healthy Lunch | €3.50 | 02/09/2020 | 12:35 o Balance €17.50

- Top up when you want.

- o You will receive reminder emails when your account reaches under €0 and again at minus €5. We allow for a minus €5 to facilitate late top ups. After this the card will be held at canteen counter until topped up. Cash is also accepted.

- Our canteen prices range from 1.20 through to 3.50 and the new academic year price list will be available on your account once you log in.

Any queries or problems email info@tfwfoodservices.ie

Know that your money is being spent the way you want. Lost cards can be reported online and easily cancelled. New cards issue the next day! Balances will be transferred.

Privacy matters: Your online account is secured on a server offering SSL encryption and is fully compliant with data regulations including EU GDPR guidelines. No home addresses, bank details or telephone numbers are stored on site.



Way2Pay is a swift & convenient cashless payment solution, enabling parents to pay school bills by SMS - instantly pay online with just a few simple clicks. We provide a secure and easy-to-use system for parents, saving time and eliminating children carrying cash to school.

Pay Online: www.way2pay.org

Login on your first visit by entering your mobile number in 3538xxxxxxx format as your username and password. You will be prompted to create a system password. Click the Forgot Password link to reset it

Pay by Text Message

A payment request text is sent to you from the school. Click the link and pay in 3 easy steps:
 1) Choose a bill to pay.
 2) Tick T&C and Pay by Card Online.
 3) Enter card details on secure banking system

Designed for Parents



- User friendly & flexible
- No need to register
- Manage bills for siblings
- No more permission slips
- FAQ section
www.way2pay.org/FAQ

Parents Dashboard



- View current bills
- Payment history - all your bills, all children, all schools
- Receipts by SMS
- 24/7, 365 access
- Print receipts at anytime

Payments & Reporting



- Pay by instalments
- Cash and Card Terminals
- Extensive reporting options
- Facilitates transparency on school accounts



Security

- Reduced cash on premises
- No children carrying cash
- Secure payment solution - card details processed by an Irish bank.

For support, check out our FAQ section, the online Chat Now at the bottom of the screen or contact our helpdesk at way2pay.support@boipa.com
 We invite you to use Way2Pay and help your school to go cashless.

