



**TEACHERS INFORMATION 2014 - 2015**

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## Section 1. **College Calendar**

### ***October 2014 mid-term break***

All schools will close from Monday 27<sup>th</sup> October 2014 to Friday 31<sup>st</sup> October 2014 inclusive.

### ***Christmas 2014***

All schools will close on Friday 19<sup>th</sup> December 2014, which will be the final day of the school term. All schools will re-open on Monday 5<sup>th</sup> January 2015.

### ***February 2015 mid-term break***

Post-primary schools will close from Monday 16<sup>th</sup> February 2015 to Friday 20<sup>th</sup> February 2015

### ***Easter 2015***

All schools will close on Friday 27<sup>th</sup> March 2015, which will be the final day of the school term and all schools will re-open on Monday 13<sup>th</sup> April 2015.

## Section 2. **Mission Statement**

At Templemore College we aspire to develop an inclusive, respectful and collaborative learning community within the College which facilitates personal growth, inspires a love of learning and encourages each person to optimise their own potential in all aspects of their lives. We recognise the student as central to the education process, and that learning is a group as well as an individual activity. We also seek to be a centre of learning and opportunity for the whole of the wider community we serve.

## Section 3. **College Profile**

Templemore College was founded as Templemore Vocational School in the 1934, serving the community as a traditional vocational school. The Intermediate Certificate was introduced in 1974, and in 1977 the Leaving Certificate was introduced. In 1990, the school adopted the new name of Templemore College. In 1999, the decision was taken by North Tipperary VEC and the Department of Education and Science to develop the College as a Further Education College, offering a range of education services. In 2000, Céim Eile was established in the College. During the next few years, the range of programmes available in the College increased, and the in 2004, the phasing out of mainstream second level was complete with the graduation of the final Leaving Certificate class.

In 2012 the Board of Management agreed to change the name of the College from St Sheelan's to Templemore College with a view to establishing both the location and the range of educational services it now provides.

The College now offers the following programmes:

<b><i>Programme</i></b>	<b><i>Enrolments 2013/2014</i></b>
Post-Leaving Certificate Programme	393
Céim Eile (Youthreach Progression Programme)	25
Self-financing Adult Education	375
Back to Education Initiative	44

An independent Board of Management manages Templemore Childcare Centre, which is located on the grounds of the College. It offers useful services to the College.

The College has also been actively involved in a number of European projects. The College was first built in 1934, with extensions in 1954, 1968, 1982, 1990, 1992 and 2009. In 2007 the childcare centre was opened in the College grounds.

## Section 4. **Staff**

<b>Teacher</b>	<b>Main Subject Area</b>	<b>Post of Responsibility</b>
1. Allen, Deirdre	Barbering	
2. Butler, John	Complementary Therapies	
3. Colleran, Noel, PhD	Plant Identification and Use	Principal
4. Collins, Ann	Hairdressing	Special Duties Post
5. Condon, Bridget	Guidance, Communications	Assistant Principal
6. Coonan, Donal	Woodwork	
7. Costello, Tracy	Childcare	
8. D'Estelle Roe, Mary	Security	
9. Davy, Mary	ICT/Mathematics	Special Duties Post
10. Egan, Geraldine	Hairdressing	Assistant Principal
11. Grimes, Kathleen	ICT	Director of Adult Education
12. Hurley, Anne,	Beauty Therapy	
13. Hurley, Margaret	Beauty Therapy	
14. Keating, Siobhán	ICT/French	
15. Kennedy, Corina	History	Resource Person, Céim Eile
16. Lahart, Bridget	Complementary therapies	
17. Lenihan, Micheál	Mathematics	Deputy Principal
18. Maher, Yvonne	Complementary Therapies	Special Duties Post
19. Murray, Ann	Health related fitness	
20. O'Brien, Sinéad	Beauty therapy	
21. O'Doherty Michael	Coordinator. Céim Eile	Coordinator, Céim Eile
22. O'Dwyer, John	Tourism	
23. O'Rourke	Aoife	Sport and Recreation
24. O'Sullivan, Ciara	Media/Communications	Assistant Principal
25. Prout, Patricia	Hairdressing	
26. Purcell, Therese	Business	

27. Quinlan, Jane	Business	Assistant Principal
28. Strachan, Annette	Aromatherapy	
29. Welford, Nicola	Creative Media/Interior design	Special Duties Post
30. Young, David	Mathematics/Construction	

***Non-Teaching Staff***

Pauline Kirwan		College Administrator
Creaney, Ray		College Hygiene and Caretaker
Cummins, Susan		College Hygiene and Canteen Manager

**Section 5. Board of Management**

Michael Connell	VEC Nominee	Chairperson
Lily O'Brien	VEC Nominee	Vice-chairperson
John Hogan	VEC Nominee	
Nicola Welford	Staff Nominee	
Michael O'Doherty	Staff Nominee	
	Student Nominee	
	Student Nominee	
Patrick Caddell	Board Nominee	
Catherine Ryan	Board Nominee	
Noel Colleran PhD	College Principal	Secretary
Micheál Lenihan	College Deputy Principal	Advisor

## **Section 6. Students' Council**

Each class group in the College elects a representative and deputy representative to the student council each September.

The student's council provides a forum:

- To give student's a voice
- To contribute their knowledge to the school community
- To organise activities of benefit to the students and recognised charities
- To link with national bodies
- To promote respect for all members of the school community
- To promote cooperation between staff and students
- To enhance communications with the school community
- To support students and staff at points of transition
- To provide peer support
- To encourage democracy
- To provide a representative from the students to be a member of the schools Boards of Management.

## Section 7. College Management Structure

While the College offers a range of programmes as detailed above, each of these has different management and reporting procedures. One of the challenges facing the College is to ensure that the experience of individual students is of participation in the College, and of being a valued member of the College community. It is also necessary that progression options between the various programmes are facilitated. To enable these goals to be achieved the College has a Management structure that is constituted as follows:

Post holder	Post type	Post title	Duties
Noel Colleran PhD	Principal	Principal	<ul style="list-style-type: none"> <li>• Ensure that our education services are provided with respect for all.</li> </ul>
Micheál Lenihan	Deputy Principal	Deputy Principal	<ul style="list-style-type: none"> <li>• Deputise for the Principal</li> <li>• Member of College management team</li> <li>• Coordinate development and maintenance of buildings</li> <li>• Stock taker</li> <li>• Positive behaviour of all</li> </ul>
Jane Quinlan	Assistant Principal	Quality Assurance, policy development	<ul style="list-style-type: none"> <li>• Member of College management team</li> <li>• Coordinate Quality Assurance procedures</li> <li>• Coordinate the development and upgrading of College polices</li> </ul>
Ciara O Sullivan	Assistant Principal	Communications and PR, work experience	<ul style="list-style-type: none"> <li>• Member of College management team</li> <li>• PLC Co-ordinator</li> </ul>



Geraldine Egan	Assistant Principal	Developing the Learning Partnership, learning support	<ul style="list-style-type: none"> <li>• Member of College management team</li> <li>• Coordinate the development of the Learning Partnership between teachers and students</li> <li>• Coordinate the development and delivery of a learning support programme for the College</li> </ul>
Bridget Condon	Assistant Principal	Coordinate vocational orientation of programmes, Past student database	<ul style="list-style-type: none"> <li>• Member of College management team</li> <li>• Coordinate the Preparation for the World of Work programme</li> <li>• Maintain the database of past pupils occupations/experiences</li> </ul>
Michael O Doherty	Programme coordinator	Coordinator, Céim Eile	<ul style="list-style-type: none"> <li>• Member of College management team</li> <li>• Coordinator of Céim Eile programme</li> </ul>
Kathleen Grimes	Programme Coordinator	Adult Education Coordinator	<ul style="list-style-type: none"> <li>• Organise and coordinate the self-financing adult education programme</li> <li>• Organise and coordinate the BTEI programme</li> </ul>
Nicola Welford	Special Duties	Students Council, Corporate image	<ul style="list-style-type: none"> <li>• Coordinate public relations for the College</li> <li>• Liaise with Students' Council</li> <li>• Assist in developing the College profile</li> </ul>
Mary Davy	Special Duties	Special event facilitator, Website maintenance	<ul style="list-style-type: none"> <li>• Facilitate special events within the College</li> <li>• Co-ordinate the College website</li> </ul>
Yvonne Maher	Special Duties	CIBTAC an CIDESCO coordinator and exam secretary	<ul style="list-style-type: none"> <li>• Coordinate contact with CIBTAC and CIDESCO</li> <li>• Exam secretary for CIBTAC and CIDESCO</li> </ul>
Ann Collins	Special Duties	Hairdressing Department coordinator	<ul style="list-style-type: none"> <li>• Health &amp; safety</li> <li>• Organise non-routine activities in hairdressing department</li> </ul>

### **Collective responsibilities of College Development Team**

- Ensure that our education service is provided in an environment that is relevant and respectful for all
- Ensure the quality of our education provision
- Provide vision regarding development of the College in all its aspects
- Communicate, as appropriate, relevant information within and outside the College
- Display a pride in the services of the College and advocate on behalf of the College as appropriate
- Support the work of staff throughout the College.

### **Formal Meetings Structure – arranged outside of teaching time**

	<b>Attendance</b>	<b>Agenda items during the year</b>
Programme meetings	<ul style="list-style-type: none"><li>• All course teachers</li><li>• Others as required</li></ul>	<ul style="list-style-type: none"><li>- Programme timetables</li><li>- Programme review, evaluation</li><li>- Programme development</li><li>- Develop learning partnership</li><li>- Preparation for the world of work</li><li>- Quality assurance issues</li><li>- Current issues</li></ul>
Subject area meetings	<ul style="list-style-type: none"><li>• Relevant teachers</li></ul>	<ul style="list-style-type: none"><li>- Share expertise and experience</li><li>- Prepare/compare briefs &amp; exams</li><li>- Share teaching methodologies</li></ul>
Coordinators meetings	<ul style="list-style-type: none"><li>• Programme Coordinators</li></ul>	<ul style="list-style-type: none"><li>- Take overview of progress of courses</li><li>- Agree agendas for programme meetings</li><li>- Explore opportunities for programme developments</li></ul>
Management meetings	<ul style="list-style-type: none"><li>• College Management Team</li></ul>	<ul style="list-style-type: none"><li>- Coordinate all activities of the College</li><li>- Ensure that all voices are heard in making decisions</li><li>- To coordinate specific areas deemed important</li></ul>
Staff meetings	<ul style="list-style-type: none"><li>• All teaching staff</li></ul>	<ul style="list-style-type: none"><li>- Occasional meetings with open agendas – agenda on staff notice board to allow all to contribute.</li><li>- Special meetings to deal with major issues</li></ul>
Industry Advisory Committee meeting	All course relevant teachers + reps from industry + other staff as required	<ul style="list-style-type: none"><li>- Course review, evaluation and development</li></ul>

## Section 8. Céim Eile

Céim Eile is a Youthreach Progression programme which provides an alternative to the formal post primary education service. It caters to young people between sixteen and twenty years of age. The programme has an allocation of 25 places, but almost always has a waiting list of applicants.

The programme was established in 1998 with Michael O Doherty as coordinator and is part of the College education service since 2003. The integration of Céim Eile students into the Further Education provision is a very important aspect of their educational experience, particularly in terms of personal and social development.

In 2000 the Leaving Certificate Applied programme was offered for the first time. However the flexibility regarding FETAC Level 4 and the variety of programmes offered are being evaluated presently.

## Section 9. Information for staff

1. Each new teacher will be assigned an experienced teacher as a mentor for the first year. The Principal is also available at any time to meet with any teacher concerning any issue of concern.
2. Each teacher should understand all relevant information in our ***‘Teachers Handbook for FETAC/QQI Quality Assurance’***. This is available on the College website.
3. You should familiarise yourself with the overall content of courses in which you are teaching, and with detailed knowledge of modules you are teaching, including content, assessment procedures etc. This is found in the FETAC module descriptor, or appropriate programme syllabus, and also from your mentor.
4. You should familiarise yourself with College management structures, policies and procedures- see above and the NTVEC Staff handbook.
5. Your contract requires that, as well as teaching, you participate in other activities related to teaching (e.g., class preparation, attendance at staff meetings, etc.)
6. In cases of absence, please contact the College before 9 am.
7. All purchasing should be done via an official order form, and approval obtained from the Principal, deputy Principal or course coordinator. In cases of purchases costing more than €1,000, three quotations are required.
8. Each teacher is supplied with a teacher’s diary at the beginning of the year. This (or other suitable diary) should be used to record:
  - a) Scheme of work/ year plan for each class group
  - b) Diary of progress during the year
  - c) Student attendance

*(The class plans and diary of progress are for the teacher’s use. They will not normally be required by the Principal except in cases of prolonged absence, or for purposes such as whole school evaluation or quality assurance evaluation. Student attendance records are frequently required, e.g., to certify attendance for the purpose of grants or social welfare payments).*

### **Employment Details**

1. **Forms for new teachers:** New teachers must sign a commencement form and a paypath form (for payment by electronic transfer)
2. **Code of Ethics:** All employees of Tipperary ETB are required to sign the Code of Ethics on commencement of employment. Please contact the Principal in this regard.
3. **Disclosure of Interest:** As employees of Tipperary ETB, we are required to sign a Disclosure of interest form. Please contact the Principal in this regard.
4. **Payment of Salary:** Salaries are paid fortnightly.
5. **Part-time employees** must complete a claim form and return it to the College office fortnightly. It is the employee's responsibility to ensure forms are correctly completed and returned on time.
6. **Travel claims:** College Management must approve Travel on behalf of the College prior to the journey. Claim forms are available from the College Administration office. Claims with supporting documentation must be returned to the College secretary to be checked and signed by the Principal.
7. **Further Information:** For further information concerning employment issues, please refer to the VEC staff handbook, or contact the Principal or Fiona Campbell in the HR Section, Tipperary ETB. For queries about salary, the contact in the VEC is Eibhlís Purcell.

### **Marking Registers**

1. Normally all class registers should be kept in the allocated box in the staffroom.
2. Class registers should be marked during the first class each morning.
3. Course teachers should check that class registers are being kept
4. Some course teachers may make other arrangements for marking registers. These arrangements should be made known to all course teachers at the appropriate meeting
5. Each teacher should keep a record of attendance for each day in his/her teachers diary (this is necessary as not all students do all modules, so the class register may be an inadequate record of attendance in some cases)
6. Students present are marked: /  
Students absent are marked: O  
Students marked absent who come in later are marked: O<sup>L</sup>  
Students marked present, but absent later in the day are marked: △  
O<sup>N</sup>  
Students who phone or bring note immediately on return to College
7. Doctors' certificates from students, not already submitted, should be handed immediately to the course coordinator on return to College. Date of receipt of cert to be noted on back of cert by coordinator, and then passed on to the Secretary. The receipt of the cert should be noted on the register.

### ***Quality Assurance***

Templemore College is an affiliated College of Institiúid Thuamhumhan, which is registered as a provider of FETAC awards. As such, we are committed to the quality assurance policies and procedures of Institiúid Thuamhumhan.

All issues related to FETAC/QQI Quality Assurance are addressed in our **Teachers FETAC/QQI Handbook**, which can be accessed on the College Website.



Section 10. **STUDENT WELCOME AND INDUCTION PACK**

**2014 – 2015**

### ***Partnership in Learning***

Templemore College aims to encourage students to pursue their studies in an atmosphere that encourages partnership in learning. The focus within our College therefore is on mutual respect for all. The College is dedicated to the promotion of equality of opportunity, respect and courtesy and welcoming and acceptance of difference in the form of race, religious beliefs, social class, gender, sexual orientation or educational ability.

#### **Students can expect:**

- To be provided with accurate information and Guidance on opportunities
- To have a named person as Course Co-ordinator to be available as support
- That work will be monitored and feedback given in a timely manner
- Confidentiality where appropriate
- Access to advice and counselling on educational or personal matters
- Representation on the Student Council and the College Board of Management
- To be treated with respect & dignity by all members of staff in a caring & supportive atmosphere
- To be dealt sympathetically where there are medical or other problems
- Classes to start and end on time, and to be notified of any unavoidable changes
- To be kept informed about developments within the College that may affect you.

If students experience any difficulty with the above, they should inform their Course Co-ordinator in the first instance so that the matter can be dealt with.

Normal rules that apply in any community also apply in this College. Your attention is particularly drawn to this Agreement, and the attached Agreements that relate to Attendance, Punctuality, Work Experience and Assessment. Copies of the College Policies will be available on the College's website.

#### **We expect you to:**

- Be proud of the good name of the College and do nothing to take from that good name
- Adopt a responsible attitude in helping to create a supportive community in which everybody can flourish
- Respect the rights of all persons within the College community. Treat everybody with respect.
- Take responsibility for your learning by attending regularly and punctually, working hard at your studies and completing all your assignments on time
- Attend all timetabled classes, unless in exceptional circumstances where an alternative arrangement has been negotiated with the College Authorities

- Provide an explanation to your Course Co-ordinator in the case of an occasional absence, and a Medical Cert in the case of a longer absence through illness
- Co-operate with teachers and all other College staff
- Seek help if you need it and let us know quickly if you have any difficulties
- Help to make the College a safe and pleasant place for all
- Take care of College buildings and furnishings, and respect the property of others.

### ***Smoking Manners***

In line with current Health and Safety Legislation, smoking is not permitted within the College buildings. Templemore College discourages smoking by all who provide and use the services of the College. However, while smoking is not accepted in the College, a covered smoking area is provided outside the building. Smokers are asked to use the bins provided when disposing of cigarette butts.

### ***Canteen Manners***

All students and staff in the College use the College canteen and it is important to be helpful regarding cleanliness and safety. Please lift and return canteen cups/plates etc. to the locations designated by the canteen manager. Be careful when carrying cups of hot beverage and do not leave the canteen area with any mugs or cups.

Continuous/Serious breaches of College Regulations may result in referral to Senior Management in the College.

### ***Attendance and Punctuality***

The College recognises that regular attendance is important for the student's own progress and also for the development of a collective work ethic and support framework among students. Hence, it is the policy of the College to require regular and punctual attendance. In cases where attendance is unsatisfactory the College will seek to identify the causes of the poor attendance and to provide whatever support and encouragement it can to overcome the problem. The College also recognises that some absence is unavoidable, and will endeavour to be understanding in such cases. However, where regular unauthorised absences occur, and where adequate warnings have been given, the College, in accordance with its Attendance Policy, will make it clear that student's chances of a successful educational outcome are reduced substantially.

### ***Authorised and unauthorised absences***

It is recognised that some absences are unavoidable. Authorised absences include:

- Jury service
- Certified sick leave
- Absence on compassionate grounds, e.g., death or illness of a family member.

In all cases of absences, the College should be notified as soon as possible.



In cases of certified sick leave, a doctor's certificate should be provided to the College **not later than three days after the period of absence begins**. Otherwise, the absence will be deemed unauthorised.

Leave on compassionate grounds must be negotiated and agreed with the College.

### ***Classwork, assignment and deadlines missed due to absence***

It is the student's responsibility to identify work and class notes missed during absence, and to catch up on the work outside of class time. While staff will try to be helpful, the work may not be done again in class.

In cases of unauthorised absences, normally no extension of deadlines for projects or assignments will be granted. In cases of authorised absences, the College *may* exercise its discretion to agree to an extension of project/assignment deadlines.

Examinations missed due to absences will not, except in *exceptional* circumstances, be made available again.

### ***Attendance in relation to payment of maintenance grants administered by Tipperary ETB***

Payment of maintenance grants by the Department of Education and Skills is dependant on satisfactory attendance. Students absent more than six unauthorised days in any month will receive no payment for that month. In line with the attendance policy, a student's place may be forfeited after 15 days unauthorised absences in any one year. In such cases, grant payment will also cease.

In signing this agreement a student accepts that:

- I must notify the College immediately if I am absent from class for any reason.
- Medical certificates must be provided to the College **within three days of the absence beginning**. Otherwise the absence will be deemed unauthorised.
- Give a written note to the Course Coordinator to obtain permission for absences that I will be aware of in advance (e.g. dental and medical appointments) however, I accept that, where possible, I should make such appointments outside of College time.
- Avoid participation in work or other activities which are not part of my course curriculum, during College hours
- Take responsibility for ensuring that I am marked in on the class register if I arrive after it has been marked.

### ***Work Experience***

All students will be Garda-Vetted and, for students who are going on work experience, Garda Clearance will normally be approved before beginning work experience.

Work Experience/work practice is offered as an integral part of all courses in the College. The importance of Work Experience lies in the fact that:

- It provides an opportunity to experience a real work environment
- It challenges students to experience working conditions and regulations in the real world

- It is a mandatory module in most courses in the College and must be completed successfully in order to obtain a full award
- It provides a valuable link between the College and world of employment
- Many students are offered employment as a result of the quality of their participation in work experience.

When taking up work experience you are expected to represent the College to the best of your ability. A high standard is expected of each student. Students on work experience remain subject to the College Code of Conduct, and in addition should comply with any guidelines laid down by the employer.

**In particular your attention is drawn to the following:**

**Learning:** Work experience is part of the learning process on which you have embarked in Templemore College. It is very important that you take responsibility for your own learning while on work experience, in order to gain the maximum benefit from the time you spend with your employer.

**Attendance:** You are expected to be present and punctual at your designated work experience place during normal working hours. Unless you complete the required number of days work experience it is not possible to be successful in this module.

**Absence:** If you are unable to attend your work experience, you must inform your employer and Course Co-ordinator immediately. Absence from work experience is permissible only in very exceptional circumstances e.g. illness, and will require a full explanation, Medical Cert etc. Absence from Work Experience will automatically be referred to the management of the College.

Please note that students who have not completed the planning and preparation elements of the work experience module will not be eligible to participate in work placement.

**Appropriate Dress/Hygiene:** Many employers have a dress and/or hygiene code, whether due to the nature of their business or for Health & Safety reasons. Students are asked to comply with this code.

**Instructions/Initiative:** Students are expected to follow all reasonable instructions issued by your employer and to show initiative in your work practice.

**Documentation:** Students are required to keep/collect all relevant work experience documentation as advised by your Class Teacher.

If students have a genuine difficulty during your work experience, you should contact the College immediately. Under no circumstances should you leave or change your work experience without prior permission from the College.

The College staff has established and maintained a valuable network of employers. Any action by a student that might jeopardise this would be viewed as a serious breach of the College Code of Conduct.

**With this agreement I accept that I must:**

- Cooperate with the Course Coordinator/Class Teacher in securing a suitable work experience placement and inform the Course Coordinator/Class Teacher of suitable contact details.
- Notify the College and the employer immediately if I am absent from work experience.
- Normally make no appointments, except in the most extreme circumstances, which would require me to be absent from work experience.
- Make every effort to be on time.
- Avoid participating in any other work or activities that would require me to absent myself from work experience.
- Follow the instructions given by my teachers and work supervisors relating to my work experience.
- Act in a manner in the work situation, which does not endanger my own health and safety or the health and safety of others.

**Assessment**

Assessment is an integral part of all courses in the College. The College aims to provide and promote an environment where assessment is carried out in a transparent, fair and consistent manner.

**Assignment and Deadlines**

Assignments must be returned on the due date. Students may request an extension to the deadline if there is good reason. An extension of more than one week beyond the deadline will not be granted except in very special circumstances.

**Dates for examinations**

Dates for examinations will be notified to students not later than two weeks in advance. Examination dates are not normally changed.

**Return of assignments and projects**

Written assignments, projects, examinations or collections of work submitted for the purposes of assessment and certification will not normally be returned – ***students are advised to make copies before submission***. Practical work will be returned at an agreed date after the appeals period has elapsed.

**You can expect:**

- That all internal assessors are fully briefed and competent to assess your work.
- That all the equipment and materials used in your assessment is fit for the purpose.
- That your assessments/exams will be conducted and supervised in accordance with regulations set down by examining bodies.

- Adequate notice of examinations/assessments will be given to you.
- To know what the consequences are if you violate assessment regulations.
- To be accommodated as far as is practicable if you have special needs.
- To receive feedback from teachers in a timely fashion in order to maximise your chances in your assessment.
- That all your exam/assessment materials are stored in a secure location.
- That you have the right to appeal results of exams/assessments.

**With this agreement I accept that I must:**

- Attend examinations on time and behave in a responsible manner during an examination.
- In the event of being unable to attend an examination/assessment due to illness, I must provide medical certification.
- In the case of a death of a close family member I must contact the College as soon as possible.
- I must submit all coursework and assignments on time and sign that it is my own original work **paying particular attention to protocols related to acknowledgement and references of others' work.**
- I must do my best to produce high quality work in order to increase my chances of getting a good result and thereby increasing my employability or higher education prospects in the future.
- If an emergency occurs during an examination/assessment then I will follow all procedures and instructions laid down by the College.

***Mathematics for Computing***

The Mathematics for Computing module provides an alternative to Leaving Cert Mathematics for students wishing to go to third level College. This module is available to students from all classes who may wish to avail of it though it may involve a timetable clash for some students). If you are interested, check it out with your coordinator, with Bridget Condon (Guidance Counsellor) or with Mary Davy, teacher of the module.

***Photocopying***

A photocopying and printing facility is available throughout the College. It is important that this service is used only when paper copies are required. 200 prints/copies will be allocated free of charge to each student on Post Leaving Certificate courses in recognition of student services charge.

***Student Council***

The Student Council has a very important role to play in the life of the College, and it is the policy of the College to support the council in its activities. Each course sends a representative to the council.

**General Objectives and Functions of the Council.**

The student's council provides a forum:

- To give student's a voice
- To contribute their knowledge to the school community

- To organise activities of benefit to the students and recognised charities
- To link with national bodies
- To promote respect for all members of the school community
- To promote cooperation between staff and students
- To enhance communications with the school community
- To support students and staff at points of transition
- To provide peer support
- To encourage democracy
- To provide a representative from the students to be a member of the schools Boards of Management.

### ***Student Support Services***

Student support services include Career Guidance, Counselling and Learning Support.

#### **Careers Service - Bridget Condon**

A professionally qualified careers advisor is available to all students for consultation regarding career choice, further study options, workplace skills and interview preparation. Each student during the year will be offered an appointment with the careers advisor. Students can also meet the careers advisor and make an appointment.

#### **Guidance and Counselling Service - Bridget Condon**

A professional and confidential counselling service is available to all students. A caring and non-judgemental atmosphere is provided to help students challenging circumstances. Appointments can be made by calling to the Guidance office.

#### **Learning support service – Geraldine Egan**

A learning support service is available in the College. This aims to support students in managing the transition to College. It involves the following:

- Study skills and exam techniques
- Time management
- Support in completing the course
- Support with specific learning issues
- Support in organising coursework and folders.

#### **Personal Development**

The College recognises that personal and social development is central to education. Therefore all staff seeks to promote the development of positive interpersonal relationships that contribute to the development of a climate supportive of each individual in the College.

#### ***Change of contact details***

If you change your contact address or your mobile phone during the year, please notify the College of the change.

### ***Technology in Templemore College***

All Students at Templemore College have a personal ICT account. This allows them access to the ICT resources.

To log on students need a personal user name and password. These will be provided at your first ICT lesson.

Always log on using your personal user name and log off after you have finished. Do not shut down the computer unless you are the last class for the day.

You may access work saved in your '*my documents*' folder from any computer in the College.

You will need a USB memory key to store you work in addition to the College storage.

The College has one iMac Lab and three dedicated computer classrooms, an open resource area with 10 computers and individual computers in most classrooms. There is Wi-Fi access throughout the College.

All computers are connected to the Templemore College network and have filtered Internet access.

### **Some Important Rules for ICT Rooms:**

- Food and drink must not be brought into the computer rooms. This includes the Resource room.
- As a courtesy to other users tidy the area around the computer before you leave. Remove any of your personal notes etc.
- If a computer is not working please report to your ICT teacher.
- It is not expected that ICT resources are used for anything other than course work.

### ***Appeals***

In the event of concerns arising in relation to any aspect of your experience in the College, you are encouraged to bring the matter to the attention of the relevant teacher, the course coordinator or the Principal. Most issues can be resolved in this way.

Where issues are unresolved in this way, students have a right of appeal. An appeal should be made in writing in the first instance to the course coordinator, or to the Principal. In the event that a student is unsatisfied with the outcome, the next stage is an appeal to the Board of Management.

