Stratford College
Co-educational Secondary School

Information for New Families 2025 / 2026

Welcome to Stratford College

Hard copies of all information / forms / policies and procedures are available from the School Office upon request by emailing admin@stratfordcollege.ie.

Stratford College
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About Us

Please visit the school website at www.stratfordcollege.ie for information on the following:

- Principal's Welcome
- Culture & Values
- Facilities
- Boad & Leadership
- Contact & Location
- Our History

Current Management and Administrative Details

Chair of the Board of Management: Ms. Aoife Cassidy
Principal: Mr. Nathan Barrett
Acting Deputy Principal: Ms. Delia Donohoe
School Secretary: Ms. Celine McMahon
Office Administrator/Bursar: Ms. Ger Power
Office Administrator / Enrolment & Admissions: Ms. Trish Connolly
School Caretaker: Mr. John Madden

Whom to Contact

Most communications of class concerns should be directed at first to your child's subject teacher. If it is a general matter you should contact the Class Tutor. If you have an issue with a particular staff member, first try to address those concerns with that staff member directly preferably by arranging an appointment to meet that staff member or writing them a letter.

If you have discussed with your child's teacher and the issue has not been addressed to your satisfaction then contact the school principal.

Stratford College operates with openness, collaboration and the shared best interest for every student.

Communication through the school office

Through the Tyro system emails can be sent by teachers directly to parents. All incoming emails are communicated through the office at admin@stratfordcollege.ie .

Communication by email- response time

Response times to emails from the school secretary can vary depending on the demands in the office at any given time. It is considered reasonable that 3-5 school days are allowed for a response (with the exception of holiday periods during which email may only be checked intermittently).

Response times to emails to the Principal can also vary greatly depending on the demands at any given time. Priority must be given to the pupils, staff and overall running of the school.

Teachers are in class during the day and will not have time to access emails. They may be engaged in planning, meetings or personal matters after school hours and so again 3-5 school days is considered to be a reasonable response time.

There may be occasions where a parent is trying to contact the school by phone and/or email and are not receiving a response. Office hours are limited and the secretary is not always at the desk. We ask for patience during these times.

Parents Association

The aspiration of the Parents' Association is to make parents and guardians a valued partner in the educational journey of their child. A journey that will enable their child to learn and develop socially, emotionally and academically. The Parents' Association works with the principal, staff and board of management to build effective co-operation and partnership between home and school. The PA Committee helps to ensure that all parents and guardians feel part of our school community through the organisation of formal and informal events throughout the academic year. All parents and guardians are automatically members of the Parents' Association and are encouraged to become actively involved in the PA Committee, which represents the interests of students.

Email StratfordCollegePA@stratfordcollege.ie

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Organisation of Our Day

Class structures: One group of 28 students approx. in each year. Six one-hour class periods Monday – Thursday, Four one-hour class periods on Fridays.

Lunch: Students must bring their own lunch. A microwave is available for use. There are no canteen facilities.

Lockers: Each student is assigned a locker for the academic year. This locker must remain locked at all times. It is the student's responsibility to provide the lock

School Day:

Monday – Thursday	8.55 am – 3.45 pm
Class Tutor Time	10.51 am – 11.00 am
Break	11.00 am – 11.15 am
Lunch	1.11 pm – 2.47 pm

Friday	8.55 am – 1.10 pm
Class Tutor Time	10.51 am – 11.00 am
Break	11.00 am – 11.15 am

School office opening hours:

Monday – Thursday	8.30 am – 4.30 pm
Friday	8.30 am – 1.30 pm

School building morning access:

The school will open to receive pupils at the hour of 7.45 a.m. No responsibility is accepted for pupils arriving before that time. Classes will commence each day at 8.55 a.m. No pupils should arrive later than 8.50 a.m.

Classes will end Monday to Thursday at 3.45 p.m. and on Friday on 1.10 p.m.. Parents who wish to have their children escorted home should make their own arrangements to have them met at the school gate and the person to escort them should be at the school not later than 3.45 p.m. or 1.10 p.m. (Friday) as the school cannot accept responsibility for looking after the children after that time.

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School Building Opening Hours

Monday – Thursday	8.00 am – 6.00 pm *(excluding co-curricular activities)*
Friday	8.30 am – 3.30 pm *(excluding co-curricular activities*

For Information on the following please visit the school website:

- General Admissions Information
- Curriculum *
- Follow Stratford!
- Fees
- International Families

*Subject Specifications

All Subject specifications are available alphabetically at www.curriculumonline.ie

Teaching Staff

Mr. Sean Brilly	**Business**
Ms. Catherine Conlon	**Maths, Music, SET team** **House Examinations Coordinator** **Assistant Principal 2**
Mr. Michael Culliney	**Guidance Counsellor (Tuesdays, Wednesdays and Thursdays)**
Ms. Delia Donohoe	**Acting Deputy Principal** **Classics**
Ms. Grainne Fanning	**English as an Additional Language (Fridays)**
Ms. Linda Finnegan	**PE, SPHE, and Wellbeing** **Assistant Principal 1**
Ms. Venita Kenny	**History, Irish, and CSPE short course** **Assistant Principal**

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Rabbi Yoni Weider	**Jewish Studies**
Ms. Susanne Mahon	**Art**
Ms. Olivia Mann	**English and Junior Cycle Jewish Studies**
Ms Sheenagh Maxwell	**Irish and French** **Assistant Principal 2**
Ms. Helen O'Kelly	**Computer Science and Computer Applications** **Librarian / ICT Coordinator** **Assistant Principal 2**
Ms. Claudia De Santos	**French**
Ms. Leona Talbot	**English and Learning Support** **Assistant Principal 1**
Mr. David Fennell	**Physics, Maths and Chemistry**
Ms. Einat Caspi	**Special Needs Assistant**
Ms. Gemma McGill	**English and Classics**
Ms. Carmit Bachar	**Resources**
Mr. Adam Eppel	**Resources**

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Current Families

For Information on the following please click on the links below:

- Listings

School Uniform, Calendar, Exams, Booklists, Device, Consent & Health Information Forms, School Fees & Way to Pay

- Policies, Reports, & Recruitment

Our School Management Information System (MIS)

Tyro is our Management Information System (MIS). Tyro is a design-led, cloud and mobile based school administration platform – which handles all core school data from attendance, assessments, and behaviour to the mandatory September and P- POD returns. Tyro provides collaborative data management and innovative reporting tools giving school management, administration, teachers and parents the ability to monitor and improve the progress of their students and a real-time view of school activity.

Each family will be given details to log in and set up access to their child(ren)'s account. Visit here for more information: https://www.tyro.school/

Our Learning Management System (LMS) is SchoolWise

SchoolWise helps your son/daughter track their progress. Students have their own Gradebook in SchoolWise. This is where they can see all their assessments for each class group, the grading information (grades, feedback, etc). This can be accessed directly in a group or from their profile menu. Please see Schoolwise Help Centre for more information.

As not everyone learns in the same way, a digital system of organisation does not suit everyone either. The teachers will continue to upload the homework to Schoolwise, but students can also keep track of their homework or upcoming events in their journals too. Here they can have a tangible copy of their timetable and their school calendar. The diary also contains key school policies such as our Positive Behaviour Policy, our Acceptable User Policy which parents and students need to sign at the beginning of the year. It also has really student-centered tools like how to track their grades and set goals for progression, how to create a study timetable, and a keywords section. While Schoolwise will still allow parents and students the ability to view and track their assignments, feedback, and grades, the diary will be there to allow students to keep track of their own progress, thus reinforcing their self-management skills. Class tutors will refer to it regularly throughout the year. '

Office 365 Education is a collection of services that allows teachers to collaborate, share resources and schoolwork with students and fellow teachers. It has several built-in features that allow for effective distance learning.
Office365 incorporates:

- Microsoft Outlook (e-mail)
- Microsoft Teams
- Microsoft OneNote
- Microsoft Forms
- Microsoft Stream

There may be some additional applications that teachers use, and the teacher will provide the student with the information required to access them. Again, students must, in all cases, use their *studentnameYYYY@student.stratfordcollege.ie* account as the login.

Student Life

For Information on the following please visit the school website:

- Teaching & Learning

- Awards & Achievements
- Health & Wellbeing
- Subject Blogs
- Alumni

Parent/Teacher Meetings

The purpose of the Parent/Teacher meeting is:

- To establish and maintain good communication between the school and parents
- To let parents know how their children are progressing in school
- To help teachers/parents get to know the student better as individuals
- To help realise that home and school are working together.
- To share with the parent the problems and difficulties the child may have in school
- To review with the parent the child's experience of schooling
- To learn more about the child from the parent's perspective
- To get general feedback from the parents regarding the school
- To identify ways in which parents can help their children
- To negotiate jointly decisions about the child's education
- To inform the parents of standardised test results according to school policy.

Organisation of parent teacher meetings

Parent Teacher Meetings (PTM) are scheduled across the school year. Appointments are made by way of an on-line platform. In order to facilitate the operation of the school and the needs of children and other parents, it is important that meetings should be kept to the allocated time. Times of meetings are agreed beforehand and should be adhered to so that all parents are seen on time in so far as is possible.

For children with designated additional educational needs, formal scheduled parent/staff meetings relating to the child's Individual Education Plan or School Support Plan will take place in September/October. However, if a parent wishes to arrange a meeting at any stage during the year to discuss their child, they may do so by prior appointment. In the case of separated/ divorced parents, Stratford College will facilitate requests made by parents to meet their child's teacher(s) individually for parent/teacher meetings.

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Stratford College Communications Information for Parents and Staff

The Board of Management believe that:

- Good communication between home and school is important because with positive and active partnership the child gets the best that primary education can offer.
- Teachers can do a better job where they are supported by and working closely with parents.

We know from research that children do better, behave better and are happier at school where parents and teachers work closely together and when parents are able to give their children support at home.

Parents are encouraged to:

- Develop close links with the school
- Collaborate with the school in developing the full potential of their children
- Share the responsibility of seeing that the school remains true to its ethos, values, and distinctive character
- Become actively involved in the school and Parents Association
- Participate in policy and decision-making processes affecting them.

In all matters pertaining to the wellbeing and education of pupils, only the parents/legal guardians will be consulted by staff. It is essential that all parents and legal guardians are named on the enrolment form.

Things that the school needs to know to keep your children safe and healthy:

- It is vital that the school is immediately informed if family events/situations occur that may cause anxiety to your child and could affect his/her education. Your first point of contact should always be your child's class teacher.
- The school should always know who is collecting your child. The school secretary should have list of people and their contact information who you have authorised to collect your child. Should this change the onus is on you to inform the school secretary of the change. You can provide this information by email or by dropping into the school office. Under no circumstances will a child be released to anyone unauthorized/unknown to the school. If, at any time, parents alter the pick-up arrangements for their child, the school should be given written authorization by the parent immediately. In an emergency, the

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parent must leave a message on the answering service or speak with the principal/teacher.

Structures in place to facilitate open communication and consultation with Parents

Annual Consultation throughout the year including:

- Induction for incoming 1st Years (March – November)
- Parent/teacher meetings one-to-one (a short, written record of the meeting is maintained by each teacher).
- Class teachers / SET meet with parents whose children have additional educational needs.

Generally, communication sent from the school will be 'paperless'. Emails sent from the school will be sent to the email address(es) provided at enrolment, unless otherwise requested by parents. All paper communication sent from the school will be sent to the student's home address as given on the enrolment form, unless otherwise requested by parents.

Other structures and processes including:

- Parents are invited to discuss and contribute to the drafting and review of school policies. The PA receive policies in draft form and provide feedback to the Board. The document once ratified by the Board is made available to all parents via the school website or in hard copy if requested. Any feedback arising is brought to the attention of the Board.
- Parents are invited to events throughout the year.

Procedures for parents to initiate communication with the school

Please do not email the Year Head Directly. If a parent / guardian wishes to consult with a teacher, he/she can contact the school secretary, usually via email, to arrange a suitable time. In the unlikely event that a parent has a complaint, our school Complaints Policy outlines the procedures to be followed.

On some rare occasions a parent may need to speak to a staff member urgently. Sometimes these meetings need to take place without prior notice. The Principal will aim to facilitate such meetings making every effort to ensure that the students do not lose out on any of the teaching/learning time.

If parents wish to drop in lunch boxes, sports gear during class time etc, this can be done through the secretary's office so that learning is not disrupted.

Online and Social Media Communication

Stratford College has official online communications and social media accounts that are operated by the school i.e. a web page and social media accounts. Parents are

encouraged to visit these sites regularly to keep up to date on school matters, comment and contribute to posts and share information to help publicise the school and the achievements of our children. The list of social channels may be updated from time to time.

The school name or anything that identifies the school should not be used on online or on social media that is not officially operated by the school (for example class Facebook or Whatsapp forum which might be set up by parents) by members of the public including parents without express written permission from the principal or Board of Management. Stratford College will request removal of any online or social media sites that are not approved by the school.

School Reports

Please see our Assessment Policy for further details.

Safety, Health and Welfare at Work

The Safety, Health and Welfare at Work Act became operative on 1 November 1989. It is an important piece of legislation for BoMs and for those who work in schools, as schools and colleges were brought under the scope of safety legislation for the first time.

It is recognised that school staff may be at risk from violence in the form of verbal abuse, threats, assaults or other forms of intimidation. This behaviour may come from pupils, parents, guardians, other staff members or intruders.

In this respect, all staff should be aware of DES Circulars which deal with the procedures to follow if they feel they have been subjected to any of the above behaviours.

What's App Policy

Policy Statement

WhatsApp is a beneficial messaging service, allowing information to be shared quickly and securely between team members. It also provides the opportunity for managers to give additional support to team members when it is needed.

The use of WhatsApp in the workplace has the potential to create some problem areas and this policy seeks to address these to ensure the continued positive use of the messaging service in the workplace.

Class WhatsApp groups are a very useful and efficient way of communicating to the whole class. The aim of using WhatsApp is to send relevant school-related messages to the entire class group.

The messages in the class WhatsApp groups come from parents in their personal capacity or are sent on behalf of the Parents' Association. The School itself neither sends nor monitors messages on WhatsApp.

The group is set up by the class representative who takes on the role as the group administrator.

Please note, by accepting the request to join, you are sharing your phone number with other parents within your child's class. Once you join, you always have the option to leave the group.

The Parents' Association would appreciate if parents would note the following guidelines when using class WhatsApp groups.

By accepting a request to join the class WhatsApp group participants you are agreeing to these group rules.

1. The group must never be used as a platform to air views/grievances regarding a teacher, child or parent in the class or school.

2. The group is not a political platform for airing opinions on current affairs.

3. The group must not be used to discuss non-school related issues.

4. The group should not be used for private conversations with anyone else using the group.

5. The group should not be used to post private or confidential messages or express personal opinions or gossip. Any opinions expressed are the opinions of individual members and may not be representative of the whole group.

6. The group administrator:

    a. is not responsible for any comments posted by individual members of the group.

    b. will have the right to restrict admission, remove or ban anyone from the group without any notification.

    c. will have the right to delete any posts or comments deemed inappropriate or against these WhatsApp communication rules.

7. Inappropriate posts include posting promotions, using inappropriate language, personal attacks or insulting messages, bullying of any member, voicing grievances with the school or with individual members of the group.

Parental Engagement

Although WhatsApp groups can be useful in regards to sharing information and having access to support and advice, it is not a mandatory requirement for parents to join the group.

There is also no requirement for participants to respond outside working hours, this applies to all members of the group. If a participant does choose to respond outside of working hours this will be of their own volition and not an expectation of the organisation.

The group rules clearly state that participants can leave the chat at any time and importantly, that notifications can be muted to avoid being disturbed outside of working hours (allowing individual participants to choose when they want to access the group.

Confidentiality / Data Protection

WhatsApp is end to end encrypted. This means that only participants of the group can read or see what has been sent. Each message has a unique 'lock and key', this means that even the WhatsApp service is unable to see any of the content within the group.

As another element of confidentiality, there is a group rule which states that all names are anonymised, and this also includes not revealing identifying features of a person, for instance, revealing a person's address on the group or sharing photos.

Each participant has a responsibility to ensure that the device they use to access the group is secured i.e. password / pin protection and the group is not left open for others to see. If a participant allows other 'non participants' to view the content of a

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group, then this will be considered a breach of confidentiality and the matter will be investigated further.

The rules governing the use of information are similar to paper records, e-mails and telephone calls, there is a responsibility by everyone involved to adhere to the data protection principles. There is a list of related policies at the end of this policy which provides more information regarding GDPR and social media use.

When a staff member's employment ends, the chat is cleared (all messages) and then the ex-employee removed from the group which prevents access to historical messages. This is also carried out once a month as a precaution by the departmental Associate Director of the team.

Complaints / Grievance

It's recognised that one administrator is unlikely to be able to actively monitor the group and fully minimise the risk of inappropriate or offensive comments being made.

There are clear rules and a policy in place; however, there could be an occasion where a participant is offended by comments made by other participants and wishes to complain.

The complainant must not respond or engage in any discussion which they are offended by.

They will need to approach the administrator of the group to ensure they are aware of the situation and the administrator will then investigate further and take any action deemed reasonable and proportionate, some examples include:

- Reiterating the group rules to all participants
- Informally discussing with relevant participants to ensure there isn't a repeat of any inappropriate discussion
- Removing relevant participants from the group (depending on the context of the situation)
- Managing relevant participants of the group through the disciplinary process (depending on the context of the situation)

There are policies in place which can provide more detail regarding complaints and grievance.

Data Use

WhatsApp uses data, participants are advised to ensure they are connected to Wi-Fi before joining the group to minimise use of their data allowance.
To reduce the amount of data used (for those who don't have access to Wi-Fi), the group rules clearly state that memes, adverts etc are not to be shared within the

group. Sending videos and photos should also be avoided where possible as this can use far more data.

Ungoverned Groups

There is far more potential for ungoverned groups to create situations which will not be appropriately managed, i.e. claims of bullying and harassment.
Stratford College does not authorise ungoverned workplace groups (workplace groups set up within teams without a manager's involvement).

If there are complaints regarding the content of an ungoverned group, this will be investigated further and, if deemed necessary, disciplinary action taken against all those responsible.

Introduction to Judaism

Please click on the following links for information and an Introduction to Judaism.

https://bod.org.uk/wp-content/uploads/2021/01/5518-Jewish-Family-Life-Booklet.pdf

https://bod.org.uk/wp-content/uploads/2021/01/Employers-Guide-to-Judaism2.pdf

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