



Stratford College
Co-educational Secondary School

Information for New Families 2022

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.

About Us

Please click on the links below for information on the following:

- [Principal's Welcome](#)
- [Culture and Values](#)
- [Facilities](#)
- [Board & Leadership](#)
- [Contact & Location](#)
- [A History](#)

Current Management and Administrative Details

Chairman of the Trustees: Mr. Alan Green

Chair of the Board of Management: Mr. John Rafter

Principal: Ms Patricia Gordon

Deputy Principal: Ms Siobhan Reynolds

Office Administrator/Bursar: Ms Janice O'Byrne

Office Administrator: Ms Trish Connolly

School Secretary: Ms. Celine McMahan

School Caretaker: Mr Brendan Meehan

Parents Association

The aspiration of the Parents' Association is to make parent 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

Chairperson: Ms. Emma Jane Carroll

Secretary: Ms. Mags Goddard

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	8.30 am – 3.00 pm
Tuesday – Thursday	8.30 am – 4.30 pm
Friday	8.30 am – 1.30 pm

School building morning access:

Open at 8.45 a.m. Students enter the building through the double-doors to the extreme right of front of the school. Students can remain in the Hall where supervision is provided until just before first class.

School Building Opening Hours

Monday – Thursday	8.30 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 click

- Admissions for First Year 2023
- 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 Studies and Accounting SBrilly@stratfordcollege.ie
Ms. Catherine Conlon	Maths, Music, SET team House Examinations Coordinator CConlon@stratfordcollege.ie
Dr Sarah Brusey	Maths, Science, Chemistry SBrusey@stratfordcollege.ie
Mr. Michael Culliney	Guidance Counsellor (Tuesdays, Wednesdays and Thursdays) MCulliney@stratfordcollege.ie
Ms. Delia Donohoe	Classics, and CSPE short course SENCO (Point of contact for Class profiles and SEN information) DDonohoe@stratfordcollege.ie
Ms. Grainne Fanning	English as an Additional Language (Fridays) GFanning@stratfordcollege.ie

Ms. Linda Finnegan	PE, SPHE, and Wellbeing Assistant Principal TY Coordinator L.Finnegan@stratfordcollege.ie
Ms. Venita Kenny	History, Irish, and CSPE short course Assistant Principal VKenny@stratfordcollege.ie
Rabbi Zalman Lent	Hebrew Studies and Religious Education ZLent@stratfordcollege.ie
Ms. Susanne Mahon	Art SMahon@stratfordcollege.ie
Ms Sheenagh Maxwell	Irish and French SMaxwell@stratfordcollege.ie
Ms. Lynne McGuckin	Geography and Maths LMcGuckin@stratfordcollege.ie
Ms. Helen O'Kelly	Computer Science and Computer Applications Librarian ICT Coordinator HOKelly@stratfordcollege.ie
Ms. Kirsty Tomlin	Biology, Maths and Science
Ms. Claudia De Santos	French CDosSantos@stratfordcollege.ie
Ms. Siobhán Reynolds	Deputy Principal Head of English Dept SReynolds@stratfordcollege.ie
Mr. David Fennell	Physics, Maths and Chemistry DFennell@stratfordcollege.ie
Ms. Einat Caspi	Special Needs Assistant ECaspi@stratfordcollege.ie
Ms. Leona Talbot	English Ltalbot@stratfordcollege.ie
Omer Shalev	Hebrew Studies

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)



VSWare is our Management Information System (MIS). VSware 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. VSware 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.

VSWare Parent App: <https://support.vsware.ie/parent-app-overview>

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 click on the links.

- [Teaching & Learning](#)
- [Awards & Achievements](#)
- [Health & Wellbeing](#)
- [Subject Blogs](#)
- [Alumni](#)

Guidelines for Parent Communications with Teachers & Staff

The Guidelines for Parent communications with Teachers and Staff are to serve as a general guide for ensuring effective and respectful communication from parents to teachers, staff and administrators. Communication refers to both the sending and receiving of information, such as email and notes, and verbal communications such as telephone conversations and face-to-face meetings. In order to ensure a successful exchange of information, it is important that all parties follow a few key principles.

It is also important to remember that teachers often teach up to 6 classes and more than 160 students a day and need their lunch and coffee breaks like everyone else! Along with this they work additional hours every evening for School Development Planning, attending Staff or Subject Department Meetings and Continuous Professional Development, marking work, completing reports, meeting deadlines and preparing for their classes.

Parents are encouraged to:

- Develop close links with the school
- Participate in meetings in a positive and respectful manner, affirming the professional role of the staff and all staff members in the school
- Collaborate with the school in developing the full potential of their child(ren)
- Share the responsibility of seeing that the school remains true to its ethos, values and distinctive character
- Become actively involved in the Parents' Association

It is vital that the school is immediately informed if family event / situations occur that cause anxiety to your child and therefore may adversely affect your son / daughter in their education. In all matters pertaining to the wellbeing and education of our pupils, only the parents / legal guardians named on the enrolment form will be consulted by staff.

Stratford College endeavours to teach and model important lifeskills for our students such as resilience, organisation, effort, responsibility, respect, following instructions, social skills, dealing with success and failure etc.

Maintain Respectful and Open Communication

Parents should

- Always use a respectful and polite tone
- Request, don't demand
- Be ready not just to provide information, but to listen to teacher/staff observations and perspectives Enter the exchange with an open mind and assume a shared best interest for your child

- Be prepared to work collaboratively to solve problems

Confidentiality

Please recognize that confidentiality may limit information that can be shared from school to parents, including consequences for other students' behaviours

Time to Respond to Communications

Teachers will make every effort to respond as soon as possible to parent communications, with the understanding that the teaching day sometimes precludes immediate responses

Teachers and staff may need some time to collect needed information before responding.

Parent Teacher Meetings

Parent Teacher Meetings (PTMs) are held once a year for all classes.

Parents, when surveyed, found that online meetings were more efficient. As a result we are planning on holding some Parent Teacher meetings online.

The purpose of the parent / teacher meetings are:

- To establish and maintain good communication between the school and the parents
- To let parents know how their child(ren) are progressing in school
- To help teachers / parents to get to know the child(ren) better as individuals
- To help child(ren) realise that home and school are working together
- To meet demands for accountability
- To share with the parent the problems and difficulties the child(ren) may have in school
- To review with the parent the child(ren) experience of schooling
- To learn more about the parental opinions on what the school is doing
- To identify areas of tension and disagreement
- To identify ways in which parents can help their children
- To negotiate jointly decisions about the child's education
- To inform the parents of test results

Complaints

Complaints are infrequent but the school would wish that they be dealt with informally, fairly and quickly.

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.

School Journal

Each student is required to have a school journal. This is to be used alongside Schoolwise, as another tool in managing their own learning.

Website

The School website gives you an insight into the spirit of our school through the many activities and learning opportunities that take place. Please take some time to look at it and keep in touch with life in Stratford.

General announcements will be posted on the school website and/or by text message.

Communication Strategies

Stratford College communicates mainly through SchoolWise, reports and VSWare. We welcome the opportunity to have parents contact us about concerns. The expectation is that staff return emails and phone calls as soon as possible on school days and during working hours on urgent matters.

The following are some guidelines for parents to consider as they try to resolve difficulties or conflicts at school which may arise:

How should I approach an issue in the classroom or at school that is of concern to my child?

Approach the issue in an objective, methodical manner. Engage in fact-finding and listen to and reflect on all sides of the story before reaching a conclusion. When appropriate, teach your child to self-advocate by encouraging him/her to talk directly

to his/her teacher or school personnel. Brainstorm and role play strategies with your child on how to approach the situation and resolve it on his/her own.

If I have concerns about something that happened at school, where should I start?

The best place to begin is with the teacher. The teacher knows your child best of all school personnel. The teacher has the most accurate information.

What is the best way to communicate with the teacher?

If it is a minor issue or question, a quick phone call or a short email is most appropriate and fastest. More serious issues might require making an appointment to talk to the teacher.

Will my child suffer retribution if I voice concerns to a teacher?

No. Although it may be difficult to make the call, teachers appreciate hearing about issues in a candid, respectful way. By remaining silent or anonymous, your concern will never be resolved.

How should I approach a teacher about a problem?

Teachers appreciate when parents approach a conflict from an information-gathering perspective. Articulate what you see as the issue and offer ideas you have as to how the issue might be resolved.

When should I contact the Principal about a problem with a teacher?

Contact the school office by phone or email or make an appointment to see the Principal. In this initial contact, please let the Principal know that you have already had a meeting with the teacher. If communication between you and the teacher did not occur, be prepared to explain why. In almost all cases, the Principal will share your concerns with the teacher and request that the teacher make an appointment to speak with you directly. We want your child to be successful and happy at school. Together we can make that happen.
