



Stratford College  
*Co-educational Secondary School*

# Information for New Parents 2021

Welcome to Stratford College .....	3
Why Stratford College? .....	4
Our Mission .....	5
Strategic Plan.....	7
Current Members of the Board of Management 2019-21 .....	7
Current Management and Administrative Details.....	7
School Opening Hours:.....	8
School Calendar .....	9
School Uniform & Booklists.....	9
Digital Device .....	9
Programmes.....	10
Subject Specifications.....	10
Teaching Staff.....	10
School Policies and Procedures .....	12
Student Wellbeing.....	13
Communication with Parents.....	14
Class Tutors .....	14
School Website.....	14
School E-Learning Roadmap .....	15
School Online Payments .....	16
Some of our Co-Curricular Activities subject to Public Health Advice .....	17

## Welcome to Stratford College

*The information in this booklet varies slightly during Covid-19 as education and learning is blended. Please see E-learning Plan and Covid Response Plan.*

This information booklet can be read in conjunction with all School Policies & Procedures [available here](#)

For Information for CURRENT FAMILIES [click here](#):



For Information for PROSPECTIVE FAMILIES [click here](#):

Hard copies of all information / forms / policies and procedures are available from the School Office upon request.

## Why Stratford College?

Stratford College  
Co-educational Secondary School

**WE ASKED OUR PARENTS WHAT MADE THEM CHOOSE STRATFORD COLLEGE**

- Where every child gets the chance to excel
- A happy school
- You are part of a community
- The door is always open
- Cultural Diversity
- A hidden gem
- All about the people
- A village environment
- Co-educational

The infographic features a central white line-art illustration of a school building with a prominent entrance and steps. Surrounding this central image are ten colorful speech bubbles, each containing a parent's response. The background is a solid dark blue.

Stratford College  
Co-educational Secondary School

**OUR CLASS OF 2020 SHARED THEIR EXPERIENCES OF STRATFORD COLLEGE**

- It helped me thrive academically, mentally, and socially
- A safe and open environment where I found out who I really was
- An incredible school
- The teachers taught with passion
- Provided me with brilliant experiences that enriched my time in the school
- A supportive and nurturing environment

The infographic features a central white line-art illustration of four diverse student silhouettes. Surrounding this central image are six colorful speech bubbles, each containing a student's experience. The background is a solid dark blue.

## Our Mission

*Stratford College aims to provide a teaching and learning community committed to quality and excellence in education.*

*We are dedicated to:*

*Providing a nurturing environment where each individual can develop self-esteem and a sense of their place in, and responsibility to, society.*

*Instructing Jewish students in their religion while fostering mutual respect for all traditions.*

*Promoting personal achievement and academic success.*

*Respecting the unique potential of every student and encouraging each to maximise it.*

*The founding values continue to inspire the school today; those of educating our students in **an inclusive academic environment** which seeks to foster in young people a sense of **personal and academic achievement**, of **respect** for diversity and of **service** to the community.*



## **Our Guiding Principles**

**Quality;** *Our Teaching and Learning will offer all learners a high quality education, characterised by high expectations of the learner and the pursuit of excellence. It will aim to generate engagement and enthusiasm and encourage participation.*

**Inclusive education;** *the experience of Senior Cycle will be inclusive of all learners and contribute to the achievement of equality of opportunity, participation and outcome for all*

**Continuity;** *the curriculum will build on students' learning to date, actively support their progress in learning, and facilitate them in preparing and planning for future learning*

**Lifelong learning;** *Students will develop the skills of managing and directing their own learning that will assist them in meeting the challenges of life beyond school, in further and continuing education, and in working life.*

These principles will continue to guide our thinking as new subject specifications become available and short courses are considered.

We communicate our progress and national developments on our website, in our annual School Improvement Plans, at our annual curriculum evening and information evenings and regularly at our Board meetings.

**School Self Evaluation (SSE) and School Improvement Planning (SIP)** will continue to prioritise areas of development in teaching and learning and by so doing improve students' learning experiences and outcomes in this and all our programmes.

## Strategic Plan

Stratford College is committed to providing a challenging and rigorous curriculum that helps each student progress and provide a safe environment for all students. As you will see, each year aims to provide important transitions and the acquisition of new skills that will enhance each student's ability to apply learning in many ways. At Stratford College we honour the past, value the present and commit to the future. The full Strategic Plan 2019-2022 can be viewed by clicking [here](#):

## Current Members of the Board of Management 2019-21

Mr. Cormac Murphy, Chairperson  
Rabbi Zalman Lent, Trustee Nominee  
Mr. Harold Eppel, Trustee Nominee  
Ms. Roberta Luntley, Parents Nominee  
Mr. Sean Smith, Parents Nominee  
Mr. Edmund O'Neill, Trustee Nominee  
Ms. Venita Kenny, Teacher Nominee  
Ms. Catherine Conlon, Teacher Nominee  
Ms. Patricia Gordon, Secretary to the Board

For full Board member details see [here](#):

## Current Management and Administrative Details

**Chairman of the Trustees:** Mr. Alan Green  
**Chair of the Board of Management:** Mr. Cormac Murphy  
**Principal:** Ms Patricia Gordon  
**Deputy Principal:** Ms Siobhan Reynolds  
**Office Administrator/Bursar:** Ms Janice O'Byrne  
**Office Administrator:** Ms Trish Connolly  
**School Secretary:** Ms. Laura Reid  
**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](mailto:StratfordCollegePA@stratfordcollege.ie)*

Chairperson: Ms Eithne Kelly

Secretary: Ms Naomi Taylor

## School Opening Hours:

<b>School Day:</b>	Monday – Thursday	8.55 am – 3.45pm
	Class Tutor Time	10.51am – 11.00am
	Break	11.00am – 11.15am
	Lunch	1.11pm – 2.47pm
	Friday	8.55 am – 1.10 pm
	Class Tutor Time	10.55am – 11.00am
	Break	11.00am – 11.10am

<b>School Building Opening Hours</b>	Monday – Thursday	8.30 am – 6.00 pm (excluding co-curricular activities)
	Friday	8.00 am – 3.30pm (excluding co-curricular activities)

<b>School office opening hours:</b>	Monday – Thursday	8.30am – 5.00pm
	Friday	8.30am – 4pm

**Class structures:** One group of 25 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.

**School building morning access:** Open at 8.30 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.



**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 Calendar

All planned school closures are published to the school calendar. Any change to this will be circulated by email and posted on the school website. See Current Parents section of our website for Key Dates for the academic year 2021-22. A more detailed calendar will be published in the summer term.

All school exams, Parent Teacher Meetings and Information Meetings are published to the School Calendar.

## School Uniform & Booklists

Due to Covid restrictions, the school uniform can only be purchased online at this time. The provider is the School Warehouse. Contact details and the uniform listing is [available here](#):

Booklists are available in early May and will be posted to the school website. You will be notified when they are published.

## Digital Device

Recommended Digital Device Specification for Students (Bring Your Own Device - BYOD)

After considerable consultation with staff, parents and the Board of Management in the Spring of 2019, Stratford College is in a position to recommend the following specification when buying a student digital device needed for Teaching and Learning. The digital device must have the following functionality and peripherals:

- Windows 10
- Solid State Drive (SSD)
- At least 4GB RAM
- Touchscreen
- Camera
- Microphone
- Stylus
- USB port(s)
- Keyboard

- Lightweight
- Protective Case

At present the Microsoft Surface Go, or a digital device similar to it, is a digital device that supports our current specification requirements.

128GB/Intel 4415Y/8GB RAM/Wifi

Another option is a LENOVO IdeaPad C340 2 in 1 laptop with a touchscreen monitor (Windows 10 S, Intel Pentium Gold 5405U Processor, 4 GB RAM, 128 GB SSD storage, 8 hour battery life).

*Note:* The term 'digital device' does not mean a smartphone or a device with 4G (or 5G) functionality. Students when using their digital device in Stratford College must use the school WiFi connection and firewall as detailed in our Acceptable Computer User Policy. Please ensure that the digital device and associated peripherals are named. Students are responsible for their own digital device when in school.

## Programmes

Our **Junior Cycle Student Award (JCSA), Transition Year and Leaving Certificate** Programmes are [published here](#):

## Subject Specifications

All Subject specifications are available alphabetically at [www.curriculumonline.ie](http://www.curriculumonline.ie)

## Teaching Staff

<b>Mr. Sean Brilly</b>	<b>Business Studies and Accounting</b> <a href="mailto:SBrilly@stratfordcollege.ie">SBrilly@stratfordcollege.ie</a>
<b>Ms. Catherine Conlon</b>	<b>Maths, Music, SET team</b> <b>House Examinations Coordinator</b> <a href="mailto:CConlon@stratfordcollege.ie">CConlon@stratfordcollege.ie</a>
<b>Dr Sarah Brusey</b>	<b>Maths, Science, Chemistry</b> <a href="mailto:SBrusey@stratfordcollege.ie">SBrusey@stratfordcollege.ie</a>
<b>Mr. Michael Culliney</b>	<b>Guidance Counsellor (Tuesdays, Wednesdays and Thursdays)</b> <a href="mailto:MCulliney@stratfordcollege.ie">MCulliney@stratfordcollege.ie</a>
<b>Ms. Delia Donohoe</b>	<b>Classics, and CSPE short course</b> <b>SENCO (Point of contact for Class profiles and SEN information)</b> <a href="mailto:DDonohoe@stratfordcollege.ie">DDonohoe@stratfordcollege.ie</a>
<b>Ms. Grainne Fanning</b>	<b>English as an Additional Language (Fridays)</b>

	<a href="mailto:GFanning@stratfordcollege.ie">GFanning@stratfordcollege.ie</a>
Ms. Linda Finnegan	PE, SPHE, and Wellbeing Assistant Principal TY Coordinator <a href="mailto:LFinnegan@stratfordcollege.ie">LFinnegan@stratfordcollege.ie</a>
Ms. Venita Kenny	History, Irish, and CSPE short course Assistant Principal <a href="mailto:VKenny@stratfordcollege.ie">VKenny@stratfordcollege.ie</a>
Rabbi Zalman Lent	Hebrew Studies and Religious Education <a href="mailto:ZLent@stratfordcollege.ie">ZLent@stratfordcollege.ie</a>
Ms. Susanne Mahon	Art <a href="mailto:SMahon@stratfordcollege.ie">SMahon@stratfordcollege.ie</a>
Ms Sheenagh Maxwell	Irish and French <a href="mailto:SMaxwell@stratfordcollege.ie">SMaxwell@stratfordcollege.ie</a>
Ms. Lynne McGuckin	Geography and Maths <a href="mailto:LMcGuckin@stratfordcollege.ie">LMcGuckin@stratfordcollege.ie</a>
Ms. Helen O'Kelly	Computer Science and Computer Applications Librarian ICT Coordinator <a href="mailto:HOKelly@stratfordcollege.ie">HOKelly@stratfordcollege.ie</a>
Ms. Roisin Cahill	Biology, Maths and Science <a href="mailto:Rcahill@stratfordcollege.ie">Rcahill@stratfordcollege.ie</a>
Ms. Coleen O'Reilly	French <a href="mailto:COReilly@stratfordcollege.ie">COReilly@stratfordcollege.ie</a>
Ms. Claudia De Santos	French <a href="mailto:CDosSantos@stratfordcollege.ie">CDosSantos@stratfordcollege.ie</a>
Ms. Siobhán Reynolds	Deputy Principal Head of English Dept <a href="mailto:SReynolds@stratfordcollege.ie">SReynolds@stratfordcollege.ie</a>
Mr. David Fennell	Physics, Maths and Chemistry <a href="mailto:DFennell@stratfordcollege.ie">DFennell@stratfordcollege.ie</a>
Ms. Einat Caspi	Special Needs Assistant <a href="mailto:ECaspi@stratfordcollege.ie">ECaspi@stratfordcollege.ie</a>
Ms. Emma Beamish	English <a href="mailto:Ebeamish@stratfordcollege.ie">Ebeamish@stratfordcollege.ie</a>
Ms. Karen Walsh	Hebrew Studies <a href="mailto:KWalsh@stratfordcollege.ie">KWalsh@stratfordcollege.ie</a>

## School Policies and Procedures

Copies of policies are available for download on the website [here](#) or upon request from the School Office.

<b>SCHOOL POLICIES</b>	
1.	Acceptable Computer Usage Policy (AUP) for Students
2.	Admissions Policy 2020 replaces 2012 version (2012 also on file)
3.	Anti-Bullying Policy
4.	Assessment and Reporting Policy
5.	Attendance Policy (note supporting strategy document)
6.	Child Safeguarding Statement
7.	Code of Behaviour & Discipline
8.	Critical Incident & Management Policy
9.	Fee Schedule & Arrears Management Policy 2020
10.	Green Code
11.	Literacy Policy
12.	Pastoral Care Policy
13.	Positive Mental Health Promotion Policy
14.	Relationships & Sexuality Education (RSE) Policy
15.	Safety Statement 2020
16.	Special Education Needs Policy
17.	Acceptable User Policy (“AUP”) for Staff & Board Members
18.	Student Placement Policy
19.	Substance Abuse Policy
20.	Teaching & Learning Policy
21.	Trips & Tours Policy

22.	Visiting Speakers Policy
23.	Wellbeing Policy
24.	Educational Inclusion Policy
25.	Work Experience Shadowing Policy
26.	One to One Teaching & Counselling Support Policy
27.	Whole School Inclusion Policy
28.	E-Learning Roadmap

## School Exams \* [exam timetables will be posted to Information for Current Families](#)

### Exam Regulations

1. Full uniform must be worn
2. No sport for the duration of the exams
3. Students should take their places five minutes before the start of the exam
4. Students are not allowed to leave the exam hall before the time allotted
5. No food, drink, sweets, toys or bags allowed in the exam hall for the duration for the exams. Water will be allowed.
6. If toilet is absolutely necessary then hall toilets are to be used
7. Students should be fully equipped for each exam. Students will not be allowed borrow from other students
8. Any communication between students during exams will result in cancellation of exam attempt.

## Student Wellbeing

Stratford College is committed to the nurturing of the whole person so that they may be guided with respect and care to respond to the demands of modern life with resilience, optimism and a sense of ownership. The practice of wellbeing has been introduced to promote the wellbeing and health of the school community which is important to the emotional, social, cognitive and academic development of young people. We recognise that promoting the wellbeing of our students is a shared responsibility and requires a whole-school approach.

## Communication with Parents

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

### Class Tutors

Your son/daughter's Class Tutors are the first point of contact. However, please bear in mind that all our teachers have busy schedules and may not be able to return a call to you immediately.

### School 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.  
[www.stratfordcollege.ie](http://www.stratfordcollege.ie)

## School E-Learning Roadmap



Stratford College has formulated an E-Learning Roadmap with reference to Department of Education (DE) Guidelines on [Well Being](#) and [Continuity of Schooling](#) along with DE Guidelines on Reopening Schools and Stratford College's Response Plan, and DES Guidance on Emergency Remote Teaching and Learning in a COVID-19 Context For post-primary schools and centres for education.

This roadmap also operates alongside all our existing policies.

[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.

[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.

[SchoolWise](#) is our Learning Management System (LMS).

SchoolWise, also 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 the graphics below for how to do that. [Schoolwise Help Centre](#)

## School Online Payments

- **Bank Details: Allied Irish Bank**
- **Account Name: Board of Management Stratford College**  
**IBAN: IE46 AIBK 9310 7115 7040 59**
  - **BIC: AIBKIE2D**
- *(Please insert your Unique School A/C Code and Surname on any online transactions so that your payments can be identified as yours)*

## PAYMENT OF SCHOOL FEES

- 2 payments – September & January. The transaction narrative must be your Unique School Account Code (see invoice) and/or your surname
- 8 equal payments commencing 2nd September and ending 6<sup>th</sup> April at no extra charge. *Please set up a standing order with your bank and use your Unique School Account Code (see invoice) and your surname as a narrative*
- A one-off payment at the beginning of the school year – August/September. The transaction narrative must be your Unique School Account Code (see invoice) and/or your surname.



## For school trips, or other payments during the year

Stratford College uses the payment platform Way2Pay to collect e-payments.

[www.way2pay.org](http://www.way2pay.org)

Some fee extras will be invoiced out to you on the same invoice as the School Fee Invoice and can be paid in the normal way. However, from time to time during the school year teachers may need to charge students for items such as theatre trips, tours, books, etc. These items will be charged on the Way 2Pay platform and details will be sent to you by the organizing teacher regarding the amount to be paid, deadline etc.

## Some of our Co-Curricular Activities subject to Public Health Advice

Music Lessons,  
Green Schools  
Science Club  
Sports History Society  
Science Club  
Library  
Music Club  
Ciorcal Comhra  
Coderdojo  
Student Council Meetings  
Basketball  
Tennis  
Running Club  
Film Club  
Gaming Club  
Writers' Group  
Maths Club

\*\*\*