

Scoil Phobail Ghort Álainn, Ghort Álainn, Corcaigh

GUIDE FORMAT FOR INTERVIEW OF FIRST YEARS

The purpose of this interview is to establish the commitment of the applicant's parents / pupil to post - primary education in Mayfield Community School.

Interviewers please note that:

- (a) Places in First Year are confirmed in January of the year of enrolment, subject to the enrolment procedure being complied with.
- (b) A reading test and an assessment in English, Irish and Maths has been held.
- (c) Classes in First Year will be organised on a mixed-ability basis.
- (d) Maytrust scholarship exam has been held in conjunction with assessment tests.

Pupils Name: _____ Primary School: _____

Present at interview:- Mother: _____ Father: _____ Guardian(s) _____ Pupil _____

1. Establish if this is the first option as Post Primary School?
2. Has the student applied to another school?
3. Why Mayfield Community School?
4. Outline the general requirements of this school / Go through the Code of Behaviour and other relevant school policies.
5. Go through details on application form and note here any additional information:
Check in particular Health History.
(Contact Phone Number)
Ensure that a phone number and an alternative contact number is given. Explain the need e.g. in case of an emergency.
6. Go through uniform, particularly type of footwear, jacket and hairstyles.
7. Areas to be checked:
 - (a) Learning difficulties / Remedial / Special Teaching Needs / Gifted Student?
 - (b) Best subjects / strengths?
 - (c) Behaviour in class? How often has parent been called to Primary School on disciplinary matter?
 - (d) Behaviour at home?
 - (e) Interests / Hobbies
 - (f) Confirm parental support for school policies and processes.
8. Book Rental Scheme Will Avail of _____ Will NOT Avail of _____
9. Emphasise importance of revision as well as Homework (Written and Learning)
10. Observations / Other Information:
11. Note any queries Parents / Guardians / Students may have

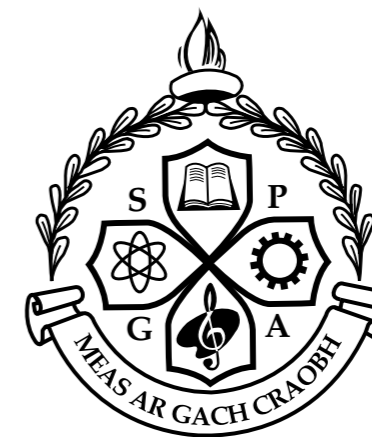
Signature: _____ (Interviewer) Date: _____

Mayfield

COMMUNITY SCHOOL

Serving the Community since 1973

Scoil Phobail Ghort Álainn



APPLICATION FOR ENROLMENT

An introductory guide for parents

CONTACT TELEPHONE NUMBERS

MAIN OFFICE

Tel. No: (021) 4506855 • Fax: (021) 4506368
Email: admin@mayfieldcs.ie • www.mayfieldcs.ie

Parents Room/Home-School Liaison Office:

Tel. No: (021) 4506855 Ext. 58
Home/School Liaison Co-ordinator: Ms. Maura Lynch

Mayfield Community School Hours:

Office Open Daily: 8:30am - 4.30pm

Introduction

Mayfield Community School is a co-educational, multi-denominational, non-selective community school with a comprehensive curriculum. It is managed by a Board of Management established under the terms of the Deed of Trust for Community Schools (1979).

Our school recognises parents / guardians as the primary educators and encourages close liaison between home and school. The school aspires through the commitment of its staff and the implementation of a well-structured and relevant curriculum to provide a well-ordered, sensitive, caring environment where the intellectual, spiritual, physical, moral and cultural needs of pupils are identified and addressed.

Pastoral Care Team

We have a team of people to look after your child while he/she is in school. These people are responsible for helping your child reach his/her full educational potential and for maintaining discipline in a caring, respectful way. The Pastoral Team is made up of the following people...

The Year Tutor:

The Year Tutor monitors the progress of all students in a particular year group. He/she contacts home and meets the parents if necessary. He/she also deals with any serious breaches of discipline that may occur.

The Class Tutor:

The Class Tutor aims to create a well-motivated class group, where each student is valued. He/she encourages your child to achieve his/her potential and to strive for excellent standards of work and conduct.

The School Chaplain:

The Chaplain is primarily concerned with the spiritual care and the pastoral needs of the school community. Students receive support and help from the Chaplain in a confidential and secure way.

Guidance Counsellor:

The Guidance Counsellor sees students throughout the year - on an individual and group basis for personal counselling, self-development, vocational and educational guidance.

Home School Community Liaison Co-ordinator:

The HSCL Co-ordinator's job is to work with parents. He/she will try to visit all of your homes while your child is in First Year. If you have any concerns or worries about your child you can meet the HSCL Co-ordinator in the Parents' Room or you can request a home visit if you prefer.

Parents helping Parents:

We have a team of parents who have children in Mayfield Community School and who have been trained to help and advise other parents. If you have any questions or queries and you would prefer to speak to a parent, you can arrange an appointment with these parents through the Parents' Room on 4506855 (Ext 58)

Homework Journal

Each student will have a journal which he/she must have with him/her every day. Homework must be recorded in the journal. Parents can use the journal to send messages/information to the teacher. The Journal must be signed every night when your child's homework has been completed.

Late for School

If your child is late for school in the morning or after lunch he/she must have a note to explain why.

Permission to Leave School Early

For your child's safety, it is important that we know where he/she is at all times during the school day. For this reason, students always need written permission from parents/guardians if they need to leave school early.

Please put a note in your child's journal giving him/her permission. This note must be signed by the Deputy Principal/Principal.

Lockers

Lockers are allocated in September.

The Parents' Association

The Parents' Association holds an AGM at the beginning of each school year. If you would like to become more involved in your child's education please come along to the AGM. Details of this meeting will follow in the autumn.

Meitheal

The Meitheal team is a group of Fifth Year students who have been trained as a youth workers. Their main work is to help the First Year students to settle in to their new school. If First Year students have any concerns, the Meitheal team is there to help them.

School Uniform

The full uniform must be worn at all times.

School Uniform:

- Wine V-necked pullover with school crest.
- Blue shirt
- Mid-grey trousers (*Boys/Girls*)
- Mid-grey skirt (*Girls*)
- School tie
- Black shoes / Brown shoes (*no logos or brand names*)
- School jacket (*available from Main Office*)

Suppliers: Young Ireland, Oliver Plunkett St., Cork.

Book Rental Scheme

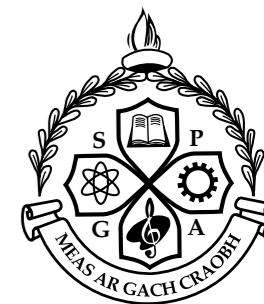
Junior and Senior Cycle students can rent their books by paying a fee at the beginning of each school year. Books must be returned at the end of each year. The purchase of copybooks, pens, pencils, and mathematical sets and calculators are not included in the Rental Scheme. Students will receive their sets of books and a homework journal on the first day of term in August.

Mayfield

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Application for Enrolment

First Year 20__ /20__

(PLEASE USE BLOCK CAPITALS)

1. Family Surname: _____ Religion: _____
2. Pupil's Forename(s): _____
3. Full Postal Address: _____

4. Nationality: _____ P.P.S. No: _____
5. Tel No. (Home): _____ (Work): _____ (Contact): _____
6. Email: _____
7. Primary School: _____ Date of Birth: _____
8. Name of Teacher in 6th Class: _____
9. Details of any Medical Condition: _____

10. Name of Family Doctor: _____ Tel. No: _____
11. Name of Father/Guardian: _____
12. Name of Mother/Guardian: _____
13. No. of Children in Family: _____ Applicant's Place in Family (Eldest 1, 2nd Eldest, etc): _____
14. Name(s) of Brothers or Sisters in Mayfield Community School at Present: _____

Name	Class	Name	Class

15. Name(s) of Family Members who are Past Pupils (of Mayfield Community School):

1. _____ 2. _____

We, the undersigned, certify that the above information is correct.

Signature of Applicant: _____

Signature of Mother/Guardian: _____

Signature of Father/Guardian: _____

Date: _____

Applications must be lodged by the end of November, in the year prior to enrolment.

Old Youghal Road, Mayfield, Cork, Ireland

Tel: 021 4506855 • Fax: 021 4506368 • Email: admin@mayfieldcs.ie • www.mayfieldcs.ie

Principal: Tony Walsh • Deputy Principal: Kieran Golden