



Coláiste Bhaile an Droichid Bridgetown College

Baile an Droichid Co Loch Garman
Bridgetown Co Wexford
Y35 R628

Student
Photo

1st Year Enrolment Form School Year 2019/2020

Student Details			
Student's First Name		Surname	
Middle Name		Date of Birth	PPS No.
Gender	Male <input type="checkbox"/> Female <input type="checkbox"/>	Country of Birth	
Address			
Nationality			
Mother's Maiden Name			
Student's Present School		School Roll Number	

With whom does the student live: Parents Mother
Father Other (please give details and relationship) _____

Medical Card Details

The Department of Education currently waives examination fees for Junior Cert. and Leaving Cert. students where the student or parent has a current medical card. In order for us to inform the Department that a medical card exists, we are required to determine if you have a medical card or not.

Medical Card	Yes <input type="checkbox"/>	No <input type="checkbox"/>
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The above information will be returned to the Department of Education via the October Returns.

Parent/Guardian Contact Details

Mother's First Name		Mother's Surname	
Mother's Address <i>(If different to student's address)</i>			
Mother's Mobile No		Work No	

Father's First Name		Father's Surname	
Father's Address <i>(If different to student's address)</i>			
Father's Mobile No		Work No	

School reports will be sent to both parents where two addresses are given

Email Address (This email address will be used for contact from school)	
Name of sibling(s) currently attending Bridgetown College	

Other Student Details

Family Doctor	
Notes on health problems or disabilities, if any (Please include details of any medication to be taken during the school day).	_____

Please give details of any family circumstances of which you would like us to be aware (separation, divorce, parent deceased, bereavement in the family, etc.):

Exemption from Irish	Yes <input type="checkbox"/> No <input type="checkbox"/> <i>(If yes, please attach certificate issued by current school)</i> <i>Please note that in the absence of a certificate, your child will be placed in an Irish class.</i>
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Testing:

It is Bridgetown College’s policy to regularly review students’ progress and levels of attainment. To this end it may be necessary to carry out additional testing in addition to standard classroom subject tests e.g. aptitude tests/ability tests/literacy tests/numeracy tests. Please confirm that we have your permission to carry out these tests.

Yes No

Special Educational Needs

Has your son/daughter special educational needs which have been documented in a report/letter by a professional e.g. psychologist, occupational therapist, medical consultant.

Yes No

If yes, please give details of the special educational need(s): _____

Please tick to indicate if your son/daughter is in receipt of any/some of the following:

- (i) Resource Hours
- (ii) Learning Support
- (iii) SNA Support
- (iv) School Completion Support
- (v) Other support – please supply details

If you have not submitted a copy of the report on enrolment day, you are asked to leave one into the General Office within the next two weeks.

If you do not have a copy of the report, do you give your consent to Bridgetown College to request a copy of the report from your son’s/daughter’s primary school?

Yes No

If test results need to be updated in the future or, if new assessments are deemed appropriate by the Resource/Learning Support Department, do you give your permission for these assessments to be updated?

Yes No

Form of consent

Pupil Computer Account Agreement

The college has an *Acceptable IT Usage Policy*. It outlines the rules and regulations governing the use of the school's computers and computer systems. All students in the school are offered their own computer account and an Office 365 account which gives them access to their own storage space as well as internet access. Students are expected to respect the Acceptable Usage Policy which can be viewed on www.bridgetowncollege.ie.

Please tick one of the boxes below to indicate whether you give permission for your son/daughter to have his/her own computer account on the school server in addition to an Office 365 account. Do you give consent to WWETB to set up a computer account for your son / daughter?

Yes

No

Photographs of Students

The school maintains a database of photographs to create a pictorial and historical record of life at school. Passport photographs are kept on each student's file and other student photographs may be published:-

- On our school / WWETB website
- In brochures / school prospectus / promotional material
- In newsletters
- In local and national newspapers
- On social media platforms and similar school-related productions
- In other school related productions

Please indicate if you give your permission for this usage by ticking one of the boxes below.

Yes

No

Out-of-School Activities

Students may from time to time be involved in out-of-school activities because they are participating in extra-curricular activities including:

- sports and outdoor pursuits, swimming or horse riding
- attending information sessions/open days/lectures/ploughing championships/driver awareness
- going to the theatre, cinema or library
- participating in field trips/projects to meet course requirements
- participating in choral/musical events
- participating in competitions or events relating to personal development
- class tours/trips

Please tick one of the boxes below to indicate whether you give permission for your son/daughter to participate in these activities.

Yes

No

If you need to withdraw consent for any reason, please notify us at your earliest convenience.

Parent/Guardian Signature: _____

Date: _____

Personal Data:

Waterford and Wexford Education and Training Board (WWETB) is a data controller under the Data Protection Acts, 1988, 2003 and 2018. The personal data supplied to us either as part of your child’s enrolment or personal data that has already been supplied to us is required for the purposes of:

- student enrolment
- student registration
- allocation of teachers and resources to the school/centre
- determining a student’s eligibility for additional learning supports and transportation
- examinations
- school/centre administration
- child welfare (including medical welfare)
- fulfilment of our other legal and statutory obligations.

Contact details will also be used for any of the following reasons:-

- Student Enrolment/Registration
- To fulfil our other legal statutory obligations
- Sports days / activities
- Parent teacher meetings
- School concerts / events
- To notify you of school closure (e.g. where there are adverse weather conditions)
- To notify you of your child’s non-attendance or late attendance or any other issues relating to your child’s conduct in school
- To communicate with you in relation to your child’s social, emotional and educational progress
- To contact you in the case of an emergency

While the information provided will generally be treated as confidential to Waterford Wexford ETB, from time to time it may be necessary for us to exchange personal data on a confidential basis with other bodies including the Department of Education & Science, the Department of Social & Family Affairs, An Garda Síochána, the Health Service Executive, the National Educational Welfare Board or with another school (where the student is transferring). These bodies are outlined in the WWETB Data Protection Policy.

We rely on parents/guardians to provide us with accurate and complete information and to update us in relation to any change in the information provided. Should you wish to update or access your/your child’s personal data you should write to the school principal.

Data Protection Policy:

A copy of the full Data Protection Policy can be obtained from the WWETB Website, and you and your child should read it carefully. You are now requested to sign that you consent to your data/your child’s data being collected, processed and used in accordance with this Data Protection Policy during the course of their time as a student in the school/centre. Where the student is over 18 years old, they will be asked to sign their consent to this.

Parent/Guardian Signature: _____

Date: _____



Bord Oideachais agus Oiliúna
Phort Láirge agus Loch Garman
Waterford and Wexford
Education and Training Board



Department of Education & Skills (DES)

Data Request Form

If you wish to accept an offer of enrolment in Bridgetown College today, we are obliged by the Department of Education and Skills, to ask you to supply the following information.

NAME OF SCHOOL **Bridgetown College**

ADDRESS OF SCHOOL **Bridgetown Co Wexford**

NAME OF STUDENT _____

Date of Birth of Student _____

Academic year which student is enrolling _____

Q1: What is the student's NATIONALITY*? _____

(please use BLOCK CAPITALS)

* NATIONALITY is the preferred nationality which the parent/guardian (or student, where of an age deemed competent to do), so provides. It is chosen regardless of whether the student is adopted or has dual nationality.

Q2: Is English or Irish the MOTHER TONGUE of the student?** _____

(answer YES or NO Please use

BLOCK CAPITALS)

** MOTHER TONGUE is the language a child speaks as their first language.

IN RESPECT OF THE NEXT QUESTION YOU MAY OPT NOT TO PROVIDE AN ANSWER.

Q3: To which ethnic or cultural background does the above named student belong?

Please circle only one category (these categories used are based on the Census)

1. White Irish
2. Irish Traveller
3. Roma
4. Any other white background
5. Black or Black Irish – African
6. Black or Black Irish – any other Black background
7. Asian or Asian Irish – Chinese
8. Asian or Asian Irish – Any other Asian background
9. Other including mixed background
10. No consent

Signed

PRINT NAME

DATE

Please return completed forms to the student's school

This form should be retained by the school for the duration of the student's enrolment and made available for inspection by an officer of the Department or the Office of the Data Protection Commissioner, if required.

Why is the Department looking for this information?

Circular 0023/2016

Appendix B – The student data and the purposes for which it is being collected.

Data required	Purpose	Comment
Nationality*	<p>This is required for statistical and reporting purposes</p> <p>Nationality is collected for students in the education and training sectors.</p> <p>Data will be used in aggregate format only.</p>	<p>*It is the preferred nationality which the parent/guardian or student who is deemed competent to do so provides. It is chosen regardless of whether the student is adopted or has a dual nationality.</p>
Is English or Irish the mother tongue* of the student (Yes/No)	<p>To help identify need for language support.</p> <p>To monitor progression and assessment of outcomes.</p> <p>Meet national and EU reporting requirements.</p>	<p>*Mother tongue is the language a child speaks as their first language.</p>
Ethnicity or cultural background of the student	<p>To assist outcome focused planning of policy and support for minority groups.</p> <p>Monitoring and evaluation of policy supports.</p> <p>Data on students from the Traveller community is required for the allocation of enhanced capitation.</p> <p>Data on Roma is required for reporting to the EU and UN.</p>	<p>The identification in relation to ethnic and cultural background is on the basis of voluntary self-identification. It is not compulsory. Parents and students are free to decline to provide this information.</p> <p>The question is similar to the question in the national census.</p>

School Rules

Rule No.	School Rules
Rule 1	Attend school regularly and be on time and fully prepared for each class
Rule 2	Remain on the school grounds during the school day. (The following areas are out of bounds at all times: behind the gym, oil tank and pre-fabs. Students should not loiter in the car park, at the front wall or at entrances to the school at any time). Students should only be in the Reception area if they are waiting for a parent or member of staff.
Rule 3	Co-operate with school staff inside and outside the classroom.
Rule 4	Behave in a quiet and orderly fashion and walk on the left hand side of the corridors.
Rule 5	Respect yourself, other students, school staff and visitors. Bullying or aggressive behaviour will not be tolerated.
Rule 6	Respect the school and the property of those in it. Students should be aware that they are responsible for their own property.
Rule 7	Keep your Homework Journal in proper order, place it on your desk at the start of each class and record all homework.
Rule 8	Wear full uniform. Tongue studs and facial jewellery, other than earrings, are not allowed and jewellery may not be worn in practical classes. (The only jacket which may worn at school is the navy school jacket carrying the school crest)
Rule 9	Do not eat, drink or chew gum in class.
Rule 10	Do not smoke or have tobacco, cigarettes, e-cigarettes, lighters or matches in your possession at school, while engaged in out-of-school activities, in the bus park or in the vicinity of the school.
Rule 11	Alcohol and drugs are strictly forbidden at school and elsewhere in the course of school related activities.
Rule 12	Taking photographs, videoing or recording with a camera phone is forbidden at school and elsewhere in the course of school related activities. Mobile phones must be powered off and stored in school bags or lockers except during morning and lunch breaks.
Rule 13	Get permission before posting notices.

PTO...../

Possible Interventions

If at any stage of the discipline process the Year Head, Deputy Principal or Principal feels that a student might benefit from other help or support, the following interventions might be considered:

- Referral to Guidance Counsellor
- Counselling
- Referral to N.E.P.S. psychologist
- Mentoring
- Application for a S.N.A
- Individual behavioural plan
- Reduced curriculum programme
- Referral to HSCL Officer
- Referral to School Completion Co-ordinator
- Referral to Tusla
- Referral to Social Services
- Support for the Behaviour for Learning Teacher

Sanctions

- Reprimand/advice on how to improve
- Temporary separation from peers/friends
- Loss of privileges
- Lines/rules
- Restitution for damage to or defacing of property
- Detention during breaks/outside school hours
- Prescribed additional homework
- Use of 'On Report'
- After-school detention
- Suspension on a temporary basis
- Expulsion

The College reserves the right to review rules. If changes are made, parents will be informed following our end of year staff meeting.

Please sign to confirm that you accept the rules, procedures and interventions described above.

Student's Signature _____

Parent's Signature _____

Date: _____

Bridgetown College

Subject Preference Form

Dear Parent/Guardian,

In order to help us to finalise our first year scheme for September we would be grateful if you could complete this form.

Fionnuala Greene, Principal

1 October 2018

STUDENT NAME: _____

PRESENT SCHOOL: _____

In relation to optional subjects, please indicate your child's preferences on the grid below by placing 1, 2,3,4,5, 6, 7 and 8 after the subjects your child would most like to do. You should place 1 after the subject he/she would most like to do, 2 after the next and so on. It should be noted that while we will make every effort to accommodate students' choices we cannot guarantee that individual students will be able to do every subject they would like to do.

Art Craft Design	
Business Studies	
French	
Geography	
History	
Home Economics	
Metalwork	
Materials Technology - Woodwork	
Music	
Technical Graphics	
Technology	

N.B. Students who have an exemption from Irish because they were born/lived outside of Ireland are recommended to take a language other than English for their Junior Certificate as they may require a language other than English for admission to some university courses.

Please see overleaf Subject Information Sheet.

Further information will be available on Enrolment Day and parents should be aware that Ms. Sinead Browne, Career Guidance Counsellor, will be there to answer questions relating to subject choices, their implications for post Junior Certificate subjects and future careers. It is important that parents and their children are fully informed and, that where necessary, they obtain the information they need to make good decisions in relation to subject choices.

If parents wish they may make an appointment to meet with Ms. Browne, following enrolment.

Junior Certificate “Option” Subject Information Sheet

Metalwork

Metalwork is one of the technology subjects offered at junior cycle. It is an activity-based course focusing on metal, how to work with it and how to assemble different parts. Other materials such as plastics and wood are also investigated and used in project work. Students will be working with basic electronic components.

What so students learn in Metalwork? - Some of the things students will learn include:

- how to read and follow a technical drawing skills in shaping, cutting and joining materials
- how to use a wide variety of tools and machines correctly and safely
- the properties of different metals and how they are made
- the importance of metal in our everyday lives
- how to use the internet in research.

Geography

Geography is a broad, interesting and very relevant subject, concerned primarily with the study of people and the world around them. A study of geography should help students develop a deeper understanding of their physical and human environment. Through their study of this subject, students should develop a range of geographical skills that should help them make informed judgments about issues at local, national and international levels.

What do students learn in Geography? – Some of the things students will learn include:

- where people live (the human habitat) and why they live there (population and settlement patterns)
- the natural world and what influences and shapes it
- the world of human activities and what influences and shapes it
- how to get and use information from different sources such as textbooks, maps, photographs, graphs, diagrams, newspapers, DVDs and the Internet

Home Economics

Home Economics is a subject where students learn how to take care of themselves and others, their homes and their environment. It is a practical subject which is supported by theoretical studies. This subject comprises:

- Food Science
- Food Studies and Cookery
- Human Biology
- Consumer Studies and Household Management
- Textile Science
- Social Studies
- Interior Design

(Students in 3rd year also complete a project usually in *Textile Crafts*)

French

Students who opt for French in First Year undertake the new three-year Junior Cycle French course. The Specification for Junior Cycle French is organised around three strands:

1. *Communicative competence*, which is concerned with developing students’ ability to communicate meaningfully in the target language. This strand incorporates five elements, representing the five language skills of listening, reading, spoken production, spoken interaction and writing.
2. *Language awareness*, which enhances the students’ general awareness about languages.
3. *Socio-cultural knowledge and intercultural awareness*, which gives students access to new cultural dimensions and encourages them to reflect on their own culture.

What will students learn in a modern language? - Some of the things students will learn include:

- how to speak in French about themselves, their family and friends, their hobbies, their school, etc. This will help students to talk to people who speak the language

- the skills of listening to, reading and writing in French
- French grammar
- information about the countries where people speak the language

(Students who have an exemption for Irish because they were born/lived outside of Ireland are recommended to take a second language in addition to English)

Music

The Junior Certificate syllabus “designed to enable all students to acquire musical skills suited to their age, varying abilities and musical experience”. The course is divided into three components that represent these musical activities and experiences. The aim of the programme is to introduce students to the three important elements of music: composing, performing and listening. To this end the programme includes:

- Understanding music notation and basic theory
- Listening and responding to a wide variety of music from varying stylistic periods
- Singing and/or playing an instrument
- Developing an aural awareness of stylistic differences
- Performing as a class group in a variety of activities

Bridgetown College has a school choir and or orchestra which students may join

Technical Graphics

Technical graphics is one of the technology subjects offered at junior cycle. In Technical Graphics students learn how to represent 3-D objects on paper and on computer. They will develop problem-solving and creative thinking skills through the solution of graphical problems.

What will students learn in Technical Graphics?

- Some of the things students will learn and study are:
- how to produce drawings using drawing equipment, freehand sketches and computers
- how to read and interpret drawings and diagrams
- how graphics relate to the design and manufacture of products.

Materials Technology Wood (MTW)

Materials Technology Wood (MTW) is one of the technology subjects offered at junior cycle. In MTW students learn to design small projects and the skills required to use tools and equipment to make their designs. Students will work mainly with wood but also with other materials. They will learn about wood as a material and how it is produced. Some of the things they may do with their teacher and their classmates are:

- examine trees, their leaves and seeds and be able to recognise their varying characteristics
- investigate how trees affect the environment around us
- learn to sketch freehand
- learn how to problem solve and use a design process to design projects
- develop their craft skills to allow them to make projects
- prepare a design folder to accompany their project.

Business Studies

Business Studies helps students make more informed decisions in the everyday business of living. It gives them a better understanding of the world of work. It encourages them to think about how and why people start up in business and why they too might also consider starting a business.

The new Junior Cycle course is divided into three main units:

- Personal Finance
- Enterprise and
- Our economy
- What will students learn in Business Studies? - Some of the things students will learn include:
- Saving and borrowing wisely
- How to collect, organise, and record financial information for themselves, their family and for businesses they may be employed with in the future

- What their rights and responsibilities are as a consumer
 - Marketing and ICT
 - Our economy, globalization and the EU
-

Visual Art

Visual Art teaches a wide skill set that students benefit from and use across all subjects. It allows students to learn the visual art processes of imagining, investigating, experimenting, making, displaying and evaluating. It also allows students to express themselves creatively and it helps students to develop visual-spatial skills and motor skills through practical tasks. Art encourages problem solving; it challenges students and builds their confidence. It is worth noting that the internet has created an explosion of career opportunities for digital designers and multimedia artists.

Students will develop skills in the areas of art, craft and design. The curriculum covers the following:

- Drawing
 - Photography
 - Art History
 - Painting
 - Workshops with local artists
 - Design skills
 - Crafts – 3D modelling e.g.
 - Puppetry
 - Block Printing
 - Fabric printing digital art
 - Embroidery
 - Metalcraft
-

History

The study of history enhances the development of the individual; it promotes an open-minded approach, an awareness of diversity, an understanding and respect for people of other cultures, languages and religions, and an appreciation of the interdependence of nations. The skills acquired by students studying history include the development of critical thinking, the ability to assemble convincing material to develop an argument or point of view; the ability to write; speak and think with clarity and authority on many and varied topics.

What do students learn in History? - some of the things students will study are:

- how people have lived during different periods
 - how we find out about the past
 - how important changes took place during different periods, what caused the changes and how people were affected by the changes
 - a broad understanding of local, Irish and international history.
-

Technology

Junior Certificate Technology involves the achievement of human purposes through the use of available materials, processes and energy. Technology education enables students in the junior cycle of post-primary education to develop their knowledge and skills and to apply these through suitable tasks, using a design process, to devise solutions to problems.

The study of Technology contributes to the students' development of qualities of self-reliance, self-confidence, resourcefulness and initiative and allows them to develop an awareness and an appreciation of scientific and technological phenomena. Junior Certificate Technology is assessed at two levels, Ordinary level and Higher level, by means of a written examination and a student project.

School Transport - Post Primary

Description

The Post Primary School Transport Scheme supports the transport to and from school of children who reside not less than 4.8 kilometres from and are attending their nearest post-primary education centre/school.

How to Apply

Parents of a child wishing to avail of school transport services must apply to Bus Éireann. Application forms are available online at www.buseireann.ie or by contacting your Local Bus Éireann office.

Important Notification - FAQs

The following Privacy Information is being provided to you as outlined in the General Data Protection Regulation. It is intended to inform you of how the Personal Information provided on this form will be used, by whom and for what purposes. If you are unclear on any aspect of this form, or want any further information, please contact WWETB's Data Protection Officer (053 91 23799) or dataprotectionofficer@WWETB.ie.

Who is the data controller?

WWETB is the Data Controller of the Personal Data supplied to us.

What is the purpose of processing my Personal Data?

We process your Personal Data for the following reasons:

(1) To register/enroll and maintain your registration with the School and WWETB.

(2) The purpose is also to keep you informed of School events. We will only use your personal data for this second purpose if you have provided your explicit consent for this by ticking the boxes on the enrolment form and also signing at the end of it.

Will anyone else receive a copy of my Personal Data?

Your Personal Data can be accessed by certain members of Bridgetown College Staff, the Administration Offices of WWETB and other bodies as listed on our Data Protection Policy for administrative purposes. This will be done in accordance with our data protection policy only.

In the event of an injury or insurance claim, details of your claim which will include your Personal Data will be passed to the ETB's Insurance underwriters, Irish Public Bodies, 1 Grand Canal Square, Grand Canal Harbour, Dublin 2. Tel 01-6396621

Where is your Personal Data stored?

Your data will be stored electronically on systems provided by Vs Ware and P-POD. All paper formats will be stored securely in school with access limited to appropriate persons only.

How long will your Personal Data be stored for?

Your Personal Data will be held for the duration of your course/registration and it will be deleted by us in the event that you leave your School/Course. However, we may retain your Personal Data after your registration/course/enrolment ceases if we decide that it is strictly necessary to do so in the circumstances in accordance with our data retention policy.

How can I obtain a copy of the Personal Data held by the School/Centre?

You have the right to request a copy of all of your Personal Data and can do so by contacting us. You can download a copy of this Data Access Request from the WWETB website. The information will be provided to you within one month.

What are my privacy rights relating to my Personal Data?

You have the right to have your Personal Data updated, rectified, or deleted if you so wish. You have the right to object to your Personal Data being processed and to withdraw your consent to processing - You can do so by contacting us.

Where can I get further information?

Further information regarding your rights can be obtained through the Office of the Data Protection Commissioner, Canal House, Station Road, Portlington, Co. Laois, or on the website www.dataprotection.ie

How do I make a complaint or report a breach?

Should you wish to make a complaint or report a breach in relation to your Personal Data, you can do so by emailing dataprotectionofficer@wwetb.ie or the Office of the Data Protection Commissioner using the following email address: info@dataprotection.ie