



Mary H. Jackson
Principal
Secretary, Board of Management

Pobalscoil Chillín, Áth Fheirdia
Ardee Community School
Ardee, Co. Louth
Tel: (041) 6853554
Email: info@ardeecs.ie

Dear Parent/Guardian,

Following the completion of the enrolment process for your son/daughter for admission to first year 2024.2025, we are ready for the next phase in the admissions process.

Please email admissions@ardeecs.ie if you have any queries throughout the admission's process or phone 041 6853554.

Entrance Tests:

Our entrance exams will take place on Friday 23rd February (12.50pm – 3.30pm) or Saturday 24th February (8.50am – 11.30am)

We have made arrangements with the following schools to sit their tests on Friday 23rd February:

Ardee Educate Together

Ballapousta National School

Scoil Mhuire Na Trocaire

Tallanstown National School

Parents/guardians will be required to arrange for collection of their students from Ardee Community School at 3.30pm.

All other students will sit their tests on the morning of Saturday 24th February. Students should be picked up at 11.30am.

If your student is unable to attend on the assigned day, please email and we will arrange an alternative.

A light snack will be provided on both days.

Access our Administrative System VSWare:

To begin, please download the VSWare APP. To access this system, you will receive a text message with your username.

You will be required to set up a password, please keep this carefully as you will need it.

VSWare is the administrative system Ardee Community School uses where:

Your student's enrolment details are uploaded; this includes your contact details.

All school reports will be issued.

School costs are paid.

Option subjects are chosen (this system opens for a defined length of time.)

General and individual notifications will be made to you through the mail and text system.

You will use this system to notify the school on student absences, late notes and permission to leave school early when your student starts in the autumn.

We have linked siblings to older siblings. If you have another student in the school, please use the arrows in the photo box on the left-hand side of the home screen to access your other student(s). You will be using the same username and password to access the App for your incoming first year.

Decide on First Year Subject Choice:

As you are aware from our meeting on the 9th October 2023, students need to choose their four option subjects in preparation for autumn 2024.

We have an information booklet and a presentation which you can access on our website www.ardeecommunityschool.ie

The presentations and information booklets can be found under Parents/Incoming First Years on the website.

The Junior Cycle booklet gives details of all aspects of Junior Cycle in Ardee Community School and the subject specifications for all our subjects, including our option subjects.

Subject choice is done through VSWare.

Instructions for making subject choice:

Subject choice will open on Friday 23rd February and will close on 19th March 2024.

Students will study a maximum of four option subjects within the timetable. We make every effort to allow students to study their four first preference subjects.

Subjects should be chosen from the following groups:

French or German

Please note we will adjust this later if your student is exempt from the study of a language.

If your student wishes to study the two languages, please email and we will contact you to discuss how this will work.

Geography or Business

If your student wishes to study these two subjects, please email and we will contact you to discuss how this will work.

Two subjects from the following subjects in order of preference:

Applied Technology

Engineering

Graphics

Home Economics

Music

Wood Technology

Visual Art

Please choose a further two subjects as options five and six from any of the subjects listed above.

To make your choices:

Log on to the system and follow the instructions below:

- 1. www.ardeecs@vsware.ie or access via the Vsware app.**
- 2. Use the username sent to you and the password generated by you to access the system (reminder, these are the same login details if you have students in the school already.)**
- 3. If you have more than one student in the school use the arrow keys in the photograph box in the top left-hand corner to access your other students.**
- 4. Click into Options on the left-hand side.**
- 5. This will allow you to pick six subjects (in order of preference please) from the dropdown menu. The first four subjects are the ones your student wishes to study. The fifth and sixth preferences are required, in case we are unable to facilitate the first four.**
- 6. You can revisit this and change your choices before Tuesday 19th March. If you want to change the choices after this date, please email.**
- 7. Press save.**

If you have any difficulty with subject choice or have any queries, please do not hesitate to contact us.

After the 19th March the subject option choice will close, and the computer will allocate students to option lines and to class groups within those option lines.

We will make every effort to permit students to change subjects after this date if you wish, any change of mind should be emailed. Changes will be made strictly in order of receipt of a request and if we have a place available in a class.

We are currently contacting and arranging meetings with parents/guardians of students with additional educational needs and serious medical needs. We will continue to do this over the next few weeks. If you have not heard from us by Easter, please contact us. Furthermore, if there are any other issues you would like to discuss with us, please feel free to contact us at any time. It is important that you discuss this with us as early as possible. Please submit certificates of Irish Exemption, professional reports (Psychological, Occupational Therapy, Speech and Language, CALMS etc)

If you intend using school transport for your student next year, it is essential that you register by a date in April, still to be confirmed by accessing www.buseireann.ie/schooltransport We will inform you of this. You also need to confirm/pay (no charge last year) by early June. Your student will be eligible for school transport currently, if Ardee Community School is their closest school or if your home is more than 4.8km from the school. This is the current situation and may be subject to change.

We look forward to welcoming your student when they attend for the entrance exams on the 23rd and 24th February. It represents the beginning of their journey with us here in *Ardee Community School*. We look forward to supporting you and your student every step of the way.

Regards,

Mary H Jackson

Principal

9th February 2024