



North Connaught College
of Further Education
Tubbercurry, Co. Sligo
Mayo, Sligo & Leitrim Education and Training Board

STUDENT HANDBOOK 2023 / 2024



+ Call us on:
089 - 2667813 or 071 - 9185035
Log on to:
www.northconnaughtcollege.ie

Follow us on:
Facebook and Instagram





Welcome

Welcome to North Connaught College of Further Education. We are delighted that you have chosen to do a course here. We hope the information in this booklet will be useful and if there is anything else that you would like to know please just ask.

Mission Statement

WHAT WE AIM TO DO!

At North Connaught College of Further Education students are encouraged to actively participate in a learning environment, where each individual is supported, respected as unique and where every effort is made to develop knowledge and skills appropriate to their needs.



STAFF AT North Connaught College OF FURTHER EDUCATION



MAURA BRENNAN
Childcare and
Health Services
Teacher



ADRIEN KNEALE
Equine Studies
and Horsemanship
Teacher



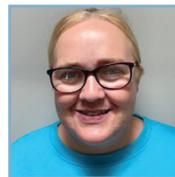
DEIRDRE O'CONNOR
Deputy Principal,
VTOS Co-ordinator



CAROLINE CASEY
Childcare Teacher,
Marketing,
IT Support and First
Aid Responder



MARY LEYDON
Nursing and Health
Services Teacher



CHRISTINA REILLY
Cleaner



DOLORES HANNAN
Secretary and First
Aid Responder



**GABRIELLE
McSHARRY**
Literacy and
Course Support



PATRICIA O'REILLY
Business Studies
Teacher



JAMES HARDIMAN
Principal,
Child Protection
(Designated Liaison
Person) and First Aid
Responder



FIONA MORRISROE
Beauty Therapy
Teacher



LAURA RAINEY
Business, Security,
Health and Equine
teacher



KATE JORDAN
Beauty Therapy
Teacher



**ANN-MARIE
McLOUGHLIN**
Community
Development and
Health Services
Teacher

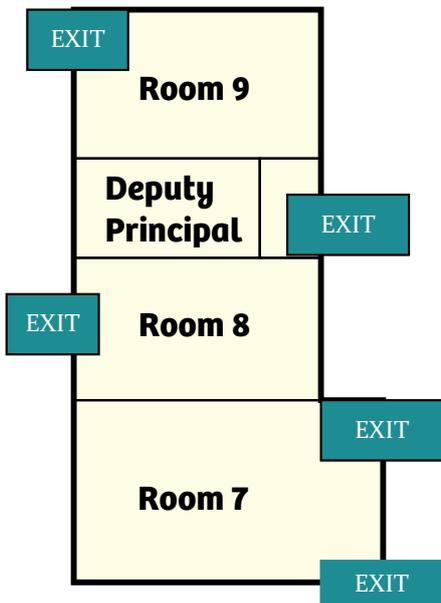
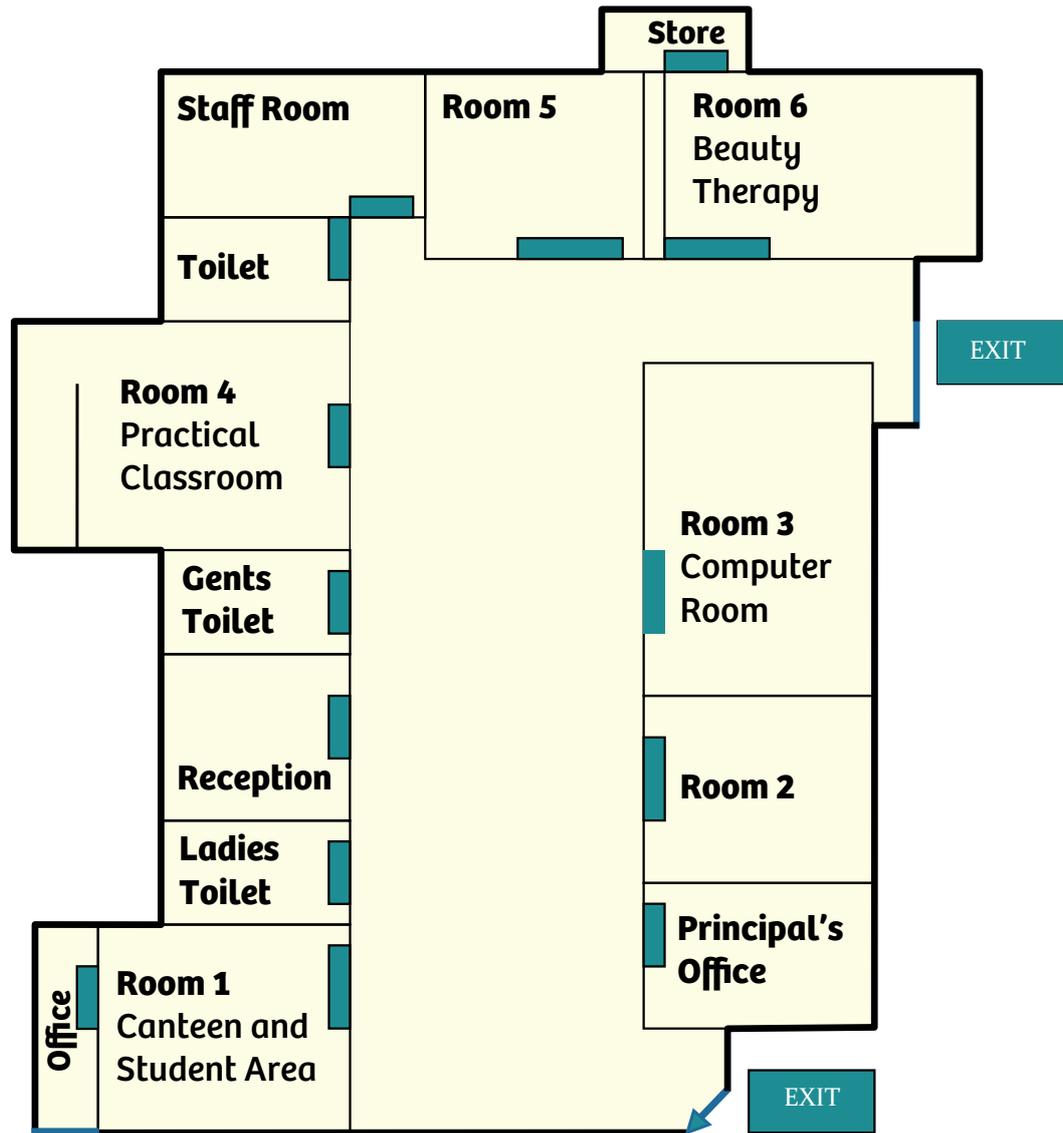


HUGH WARD
SAGE Guidance
Counsellor



MICHAEL KELLEHER
Caretaker

Map of the College



North Connaught College
of Further Education
Tubbercurry, Co. Sligo
Mayo, Sligo & Leitrim Education and Training Board

2023 / 2024 CALENDAR

AUGUST 2023

S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

SEPTEMBER

S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

Monday 4th September to Friday 8th September - Induction and Registration

Monday 11th September - Timetabled Classes Begin

OCTOBER

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

Monday 30th October to Friday 3rd November - Mid-term Break

NOVEMBER

S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

Monday 30th October to Friday 3rd November - Mid-term Break

DECEMBER

S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

Monday 25th December to Friday 5th January - Christmas Break

JANUARY 2024

S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

Monday 25th December to Friday 5th January - Christmas Break

FEBRUARY

S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29		

Monday 5th February - Bank Holiday

Monday 12th February to Friday 16th February - Mid-term Break

MARCH

S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

Monday 18th March - Bank Holiday

Monday 25th March to Friday 5th April - Easter Break

APRIL

S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

Monday 25th March to Friday 5th April - Easter Break

MAY

S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

Monday 6th May - Bank Holiday

JUNE

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

JULY

S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

College Information

- Reception:** Dolores Hannan
Open hours **10:00 - 4:00** - closed for break (**11:30 - 11:45**) and lunch (**1:15 - 2:00**)
- Policies:** North Connaught College of Further Education has a number of **Policies** setting out your rights and responsibilities. These are available:
Online @ www.northconnaughtcollege.ie
- Computers / Wifi:** North Connaught College of Further Education provide **internet/Wifi** access for course related research.
- Health and Safety:** **James Hardiman** is the designated **Health and Safety Advisor** at North Connaught College of Further Education.
- First Aid:** First Aid is available in Reception Office. **James Hardiman, Caroline Casey** and **Dolores Hannan** are the First Aid Responders.
- Literacy Support:** **One-to-one literacy and course support sessions** available in the College. For more information on this please see **Gabrielle McSharry**.
- Career Guidance:** **One-to-one career guidance sessions** available in the College. For more information on this please see **Hugh Ward**.
- Personal Issues:** **If you are feeling ill or stressed** please approach your **class support teacher**, or the **Deputy Principal** or **Principal**. We may be able to offer advice and support. We also have access to many helpful organisations.

Student Information

- Finances:** For information on or to apply for the **VTOS Programme** please make an appointment to meet the College VTOS Coordinator **Deirdre O'Connor**. For information on or to apply for **Back to Education Allowance** please contact your local **Dept. of Employment and Social Protection Office**. For information on or to apply for a **SUSI grant** please visit **www.susi.ie**.
- QQI:** **Quality and Qualifications Ireland** is the national body that certifies your award. It is recognised internationally. Many of your components will be a mixture of coursework and exams. If you are successful, these will be graded at pass, merit and distinction levels.
- QQI Awards** will not only allow you to apply for jobs but also for places on courses in Institutes of Technology, Colleges and Universities.



Erasmus+ Opportunities at North Connaught College of Further Education

Erasmus+ is an EU Programme for Education. Students participating in the Programme are given the opportunity to gain a European work placement. This year we plan to organise work placements in Spain. The project will cover students travel and expenses for the duration of their placement. This once in a lifetime opportunity allows students from North Connaught College of Further Education to develop their skills and knowledge, and experience life and work in another culture!

Coronavirus COVID-19

Students are advised to check the following website for the most up to date information:

Visit COVID-19 (coronavirus) - HSE.ie
For updated factual information and advice
Or call 1850 24 1850

Get advice about COVID-19, including symptoms, testing, vaccination and self-isolation.
www2.hse.ie

Protection from coronavirus. It's in our hands.

Help prevent coronavirus



Wash your hands



Cover mouth if coughing or sneezing



Avoid touching your face



Keep surfaces clean



Stop shaking hands and hugging



Keep a safe distance

The virus spreads in sneeze and cough droplets, so regularly taking the above measures helps reduce the chance of it spreading.






Starting a new course is a big and exciting life event and challenges will arise.



KNOW YOUR OPTIONS

KNOW WHERE TO GO AND WHO CAN HELP

WE ARE HERE TO SUPPORT YOU

DO YOU NEED HELP WITH...

ACADEMIC ISSUES/COURSE WORK?

Do you think that you are on the wrong course?

TALK TO:
Your class support teacher
Guidance Counsellor (Hugh Ward)
Deputy Principal (Deirdre O'Connor)
Principal (James Hardiman)

Are you struggling to complete coursework/ assignments?

TALK TO:
Any of your teachers
Your class support teacher
Course support teacher (Gabrielle McSharry)

Are you falling behind?

TALK TO:
Any of your teachers
Your class support teacher
Course support teacher (Gabrielle McSharry)

FINANCIAL ISSUES?

VISIT:
Your case officer
Your local social welfare office
Deputy Principal (Deirdre O'Connor) (VTOS/SUSI)
Principal (James Hardiman)

PERSONAL/ SOCIAL ISSUES? FEELING WORRIED OR ANXIOUS?

TALK TO:
Guidance Counsellor (Hugh Ward)
Any of your teachers
Your class support teacher
Deputy Principal (Deirdre O'Connor)
Principal (James Hardiman)

It will really help if you:

- Attend all of your classes
- Develop a realistic study plan to help you succeed
- Take responsibility for managing your time, e.g., plan to meet deadlines
- Get involved in College life as much as possible
- Ask for help and support