

**SLIGO COLLEGE  
OF FURTHER EDUCATION  
AND TRAINING  
- TUBBERCURRY CAMPUS**

# STUDENT HANDBOOK 2024 / 2025



Call us on:  
**089 - 2667813 or 071 - 9185035**

Follow us on:  
**Facebook and Instagram**





# Welcome

Welcome to Sligo College of Further Education and Training - Tubbercurry Campus. 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.

## WHAT WE AIM TO DO!

At Sligo College of Further Education and Training - Tubbercurry Campus 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 SLIGO COLLEGE of Further Education and Training - TUBBERCURRY CAMPUS



**MAURA BRENNAN**  
Childcare and  
Health Services  
Teacher



**DAVID MCGUINNESS**  
Principal,  
Child Protection  
(Designated Liaison  
Person)



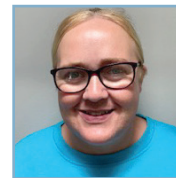
**LAURA RAINEY**  
Business, Security  
and Health Teacher



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



**ANN-MARIE  
McLOUGHLIN**  
Health Services and  
Childcare Teacher



**CHRISTINA REILLY**  
Cleaner



**DOLORES HANNAN**  
Secretary and First  
Aid Responder



**FIONA MORRISROE**  
Beauty Therapy  
Teacher



**HUGH WARD**  
SAGE Guidance  
Counsellor



**KATE JORDAN**  
Beauty Therapy  
Teacher



**DEIRDRE O'CONNOR**  
Deputy Principal,  
VTOS Co-ordinator



**TO BE APPOINTED**  
Caretaker

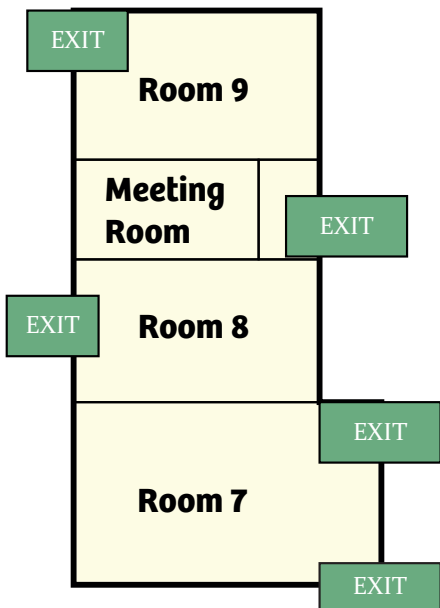
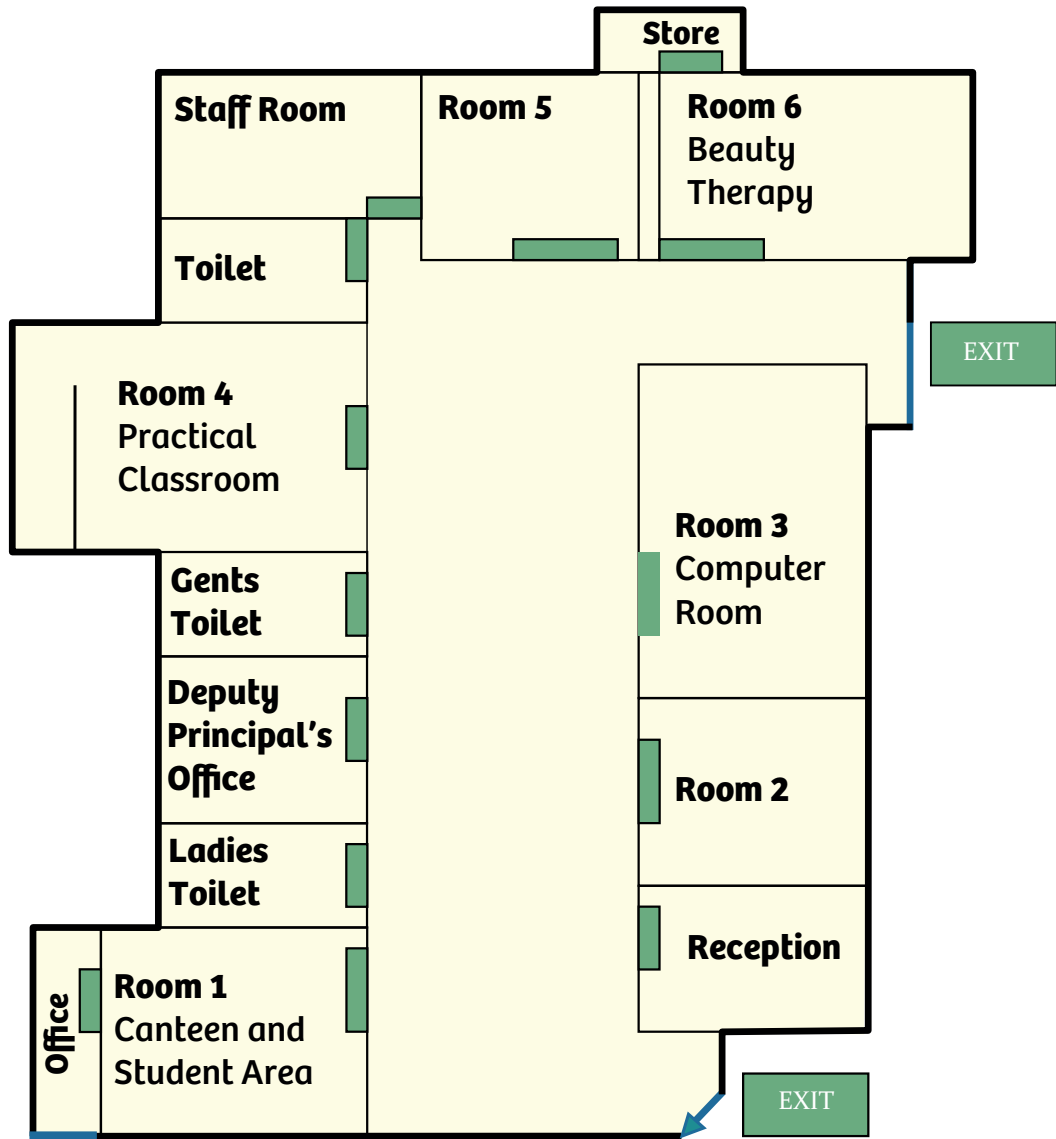


**MARY LEYDON**  
Nursing and Health  
Services Teacher



**PATRICIA O'REILLY**  
Business Studies  
Teacher

# Map of the College



**SLIGO COLLEGE**  
of Further Education  
and Training  
- TUBBERCURRY CAMPUS

# 2024 / 2025 CALENDAR

## August 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

## September 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					

Monday 2nd September to Friday 6th September - Induction and Registration

Monday 9th September - Timetabled Classes Begin

## October 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 28th October to Friday 1st November - Mid-term Break

## November 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

Monday 28th October to Friday 1st November - Mid-term Break

## December 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 23rd December to Friday 3rd January - Christmas Break

## January 2025

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 23rd December to Friday 3rd January - Christmas Break

## February 2025

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	

Monday 3rd February - Bank Holiday

Sunday 9th February to Saturday, 22nd February - Erasmus+ Mobility

Monday 17th February to Friday 21st February - Mid-term Break

## March 2025

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 17th March - Bank Holiday

## April 2025

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 14th April to Friday 25th April - Easter Break

## May 2025

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 5th May - Bank Holiday

## June 2025

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 2025

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		

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# College Information

- Reception:** Dolores Hannan  
Open hours 9:00 - 5:00 - closed for break (11:40 - 12:00) and lunch (1:20 - 2:00)
- Policies:** Sligo College of Further Education and Training - Tubbercurry Campus has a number of Policies setting out your rights and responsibilities. These are available: Online @ [www.northconnaughtcollege.ie](http://www.northconnaughtcollege.ie)
- Computers / Wifi:** Sligo College of Further Education and Training - Tubbercurry Campus provide internet/Wifi access for course related research.
- Health and Safety:** David McGuinness is the designated Health and Safety Officer at Sligo College of Further Education and Training - Tubbercurry Campus.
- First Aid:** First Aid is available in Reception Office. Caroline Casey and Dolores Hannan are the First Aid Responders.
- Literacy Support:** Supports may be available in the College. For more information on this please see Deirdre O'Connor.
- 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.

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# 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](http://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 Sligo College of Further Education and Training - Tubbercurry Campus

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 Sligo College of Further Education and Training - Tubbercurry Campus 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](http://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.

**SLIGO COLLEGE** of Further Education and Training  
- TUBBERCURRY CAMPUS

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)

Are you struggling to complete coursework/ assignments?

**TALK TO:**  
Any of your teachers  
Your class support teacher

Are you falling behind?

**TALK TO:**  
Any of your teachers  
Your class support teacher

**FINANCIAL ISSUES?**

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

**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)

*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