



SALLYNOGGIN | DÚN LAOGHAIRE | CO. DUBLIN



STUDENT GUIDE

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Welcome to Sallynoggin College of Further Education, you are now part of a community that values and respects the rights of every person to learn, work and achieve their goals in a safe, caring and stimulating environment.

COVID-19
Protect the SCFE Community

- Wash your hands
- Wear your mask
- Keep your distance

COLLEGE INFORMATION

Sallynoggin College of Further Education
Pearse Street, Sallynoggin, Dún Laoghaire, Co. Dublin
Tel: 01-2852997
Fax: 01-2848437
Email: reception@scfe.ie
Website: www.scfe.ie

Principal: Enda Kenny
Deputy Principal: Fiona D'Arcy
DDLETB Chief Executive Officer Acting: Caitriona Murphy

OFFICE HOURS:
MON - THURS: 8:30AM - 4:00PM
FRIDAY: 8:30AM - 3:00PM

COORDINATORS AND SUPPORT STAFF

VTOS Coordinator	Karyn Hurley	karynhurley@scfe.ie
QQI Coordinator	Sinéad Connolly	sineadconnolly@scfe.ie
FSD Coordinator	Fearon Reilly	fearonreilly@scfe.ie
Guidance Counsellors		
Fearon Reilly, Antoinette Murphy		guidance@scfe.ie
Administrators:	Brenda Barnett, Karina Geoghan, Niamh Carraher -	reception@scfe.ie
Head Caretaker	Aidan Forsyth	reception@scfe.ie
IT Administrator	Roisin Lee	it@scfe.ie

COURSE COORDINATORS

Eddie Stapleton	edwardstapleton@scfe.ie
Annmarie Greevy	annmariegreevy@scfe.ie
Lucy Dundon	lucydundon@scfe.ie
Caroline O'Connor	carolineoconnor@scfe.ie
Deirdre Fitzgerald	deirdrefitzgerald@scfe.ie
Riona Skuce	rionaskuce@scfe.ie
Karyn Hurley	karynhurley@scfe.ie
Grace Lawlor	gracelawlor@scfe.ie
Sandra Ruane	sandraruane@scfe.ie
Orfhlaith Cowan	orfhlaithcowan@scfe.ie
Colm Yeoman	colmyeoman@scfe.ie
Barry Kiernan	barrykiernan@scfe.ie
Stephen Murphy	stephenmurphy@scfe.ie
Aoife Driver	aoifedriver@scfe.ie
Karen Wignall	karenwignall@scfe.ie
Niamh Seery	niamhseery@scfe.ie
Mariena Kelly Lyth	marienakelly@scfe.ie
Siobhan Murphy	siobhanmurphy@scfe.ie
Dolores Ballance	doloresballance@scfe.ie
Jane Reddin	janereddin@scfe.ie
Caroline Regan	carolineregans@scfe.ie
Claire Conlon	claireconlon@scfe.ie

COURSE

CREATIVE STUDIES

Art, Craft & Design - Portfolio Preparation
Advanced Art & Design
Professional Floristry

COURSE COORDINATORS

Eddie Stapleton
Annmarie Greevy
Fiona D'Arcy

DANCE/PERFORMING ARTS

Performing Arts/Acting and Performance
for Theatre, TV and Film

Caroline O'Connor

FASHION, HAIR & BEAUTY

Fashion Buying, Styling & Visual Merchandising
Advanced Fashion Industry Practice
Fashion Design
Advanced Fashion Design
Hairdressing and Beauty Specialist

Deirdre Fitzgerald
Deirdre Fitzgerald
Riona Skuce
Karyn Hurley
Grace Lawlor &

FITNESS, HEALTH AND WELLBEING

Fitness Instruction & Exercise
Personal Training and Sports Therapies
Including Sports Massage & Physiotherapy Assistant
Personal Training and Strength & Conditioning
Yoga Teaching including Wellbeing and Holistic Studies
Pilates Teaching including Somatic Studies
Pilates Teaching including Wellbeing and Holistic Studies
Physical Education & Sports Coaching

Orfhlaith Cowan
& Colm Yeoman

Barry Kiernan
& Stephen Murphy

Aoife Driver
Karen Wignall

CHILDHOOD EDUCATION

Early Learning and Care with Special Needs Assisting
Early Learning and Care with Montessori
Advanced Early Childhood Care and Education
Advanced Training in Special Needs Assisting and
Intellectual Disability Studies

Caroline Regan

Niamh Seery

SOCIAL STUDIES, YOUTHWORK AND DISABILITY STUDIES

Social Studies including Criminology and Addiction Studies
Youth Work and Community Development including
Criminology and Addiction Studies
Criminology Including Social Studies
Advanced Social Studies including Advocacy
Inclusive Education and Training, Disability Studies
and Special Needs Assisting

Mariena Kelly Lyth

Siobhan Murphy

TOURISM & TRAVEL

Airline and Travel Industry Studies
Hospitality & Tourism Industry Studies
Advanced Hospitality, Travel and Event Management

Dolores Ballance

Jane Reddin

STUDENT SUPPORT STRUCTURES AND SERVICES:

The college has a support system in place to ensure that students are supported throughout the duration of the course. Each course has a Course Coordinator appointed to manage and monitor day to day course activities, student learning and wellbeing.

GUIDANCE COUNSELLING:

There are two dedicated college Guidance counsellors. Students may make an appointment directly with the Guidance Counsellor by filling out the required form (available beside box) and placing in the green box in the Canteen.

DDLETB Psychological Support Service:

Students at SCFE have free access to this confidential service. Appointments can be made through the Guidance Office.

LEARNING SUPPORT

In certain circumstances, some learners may need additional supports to enable them to benefit fully from their course. The SOLAS Fund for Students with Disabilities aims to assist students with disabilities and specific learning difficulties to participate in further education courses. Registered learners may apply for support under this fund, through the college, at course registration. Documentary evidence verifying the learner's disability must be provided, enabling the college to submit an application to SOLAS. The support available to learners depends on the grant, if any allocated by SOLAS. Students are advised to contact the Guidance Counsellor and disability coordinator for this support/ funding at the beginning of the year.

STUDENT SERVICES:

ID Cards:

ID cards are issued to all students. Students are required to upload a passport style photo to their account on the online registration system. If you are experiencing difficulties you should email a passport style photo to registration@scfe.ie

Student Canteen:

The college canteen provides tea, coffee and soft drinks and limited range of refreshments at break times. Learners are advised to bring your own lunch and utensils.

Car Parking:

Free parking is available to students to the side of the building.

SCFE Student Council:

SCFE encourages learners to participate in the College Student Council (SC), which is elected annually to represent the interests of learners to management.

IT and Student log-in

Every learner will be provided with a college Office 365 account and email address. At induction students will be shown how to set up a username and password for Office 365. This account will be used for college communication and learning. Learners who experience difficulty with their Office365 account should contact their courses coordinator or email it@scfe.ie

Recycling:

SCFE aims to minimise our impact on the climate by trying to reduce waste and recycle as much as possible. Recycling bins are provided around the buildings and students are asked to use them as directed. Please avoid unnecessary use of paper by only printing materials when absolutely necessary.

SCFE ACADEMIC CALENDAR 2022/2023

SEPTEMBER Monday 12 th - 19 th Week beginning 21 st	Student Induction Classes Commence As advised
OCTOBER Monday 25 th Oct – Friday 4 th Nov inclusive	Mid-term break
NOVEMBER Monday 7 th	Return after Mid-term
DECEMBER Wednesday 21 st	Last day of term
JANUARY 2023 Thursday 5 th	First day of term
FEBRUARY Monday 6 th Monday 13 th – Friday 17 th inclusive Monday 20 th	Public Holiday Mid-term break Return after Mid-term
MARCH Friday 17 th St Patrick's Day	Public Holiday
APRIL Monday 3 rd -Friday 14 th Monday 17 th	Easter Holidays First day of term
MAY Monday 1 st	Public holiday
JUNE Thursday 1 st	Last day of term

SCFE COVID-19 STUDENT HEALTH AND SAFETY REGULATIONS

Sallynoggin College of Further Education is committed to providing a safe learning environment for all our students. To ensure this, we have developed the following COVID-19 Student Health and Safety Regulations. The BOM/DDLETB, all staff and students are responsible for the implementation of the COVID-19 response plan and a combined effort will help contain the spread of the virus.

Our aim at SCFE is to protect the health of staff and students while promoting the educational and development needs of the students in the college. SCFE will operate within the parameters of public health and safety advice at all times. The safety and well-being of learners and staff will be paramount in all cases.

Students have a responsibility to take care of their own health and safety and that of their fellow students and teachers. All students should follow good health and hygiene protocols by:

- Staying at home if you are sick and do not risk passing it on to other
- Sanitising hands regularly using hand sanitisers provided
- Keeping rooms well ventilated

COLLEGE POLICIES AND PROCEDURES:

It is understood that by accepting a place on a course in SCFE that students will abide by the college rules and regulations set out in our DDLETB and SCFE policies and procedures as follows. Students are requested to familiarise themselves with the following policies available on our website www.scfe.ie (which will be updated as necessary)

- COVID-19 Student Health and Safety Regulations
- Anti-Bullying
- Health, Safety and Welfare
- Acceptable ICT Usage
- Code of Conduct
- Netiquette
- Attendance
- Child Safeguarding

ASSESSMENT POLICY AND PROCEDURES:

The college applies a rigorous quality assured assessment process governed by overarching DDLETB policy and the requirements of awarding bodies including QQI and ITEC. Students will be briefed on assessment policy and procedures on commencement of your course.

DUBLIN AND DÚN LAOGHAIRE EDUCATION AND TRAINING BOARD SALLYNOGGIN COLLEGE OF FURTHER EDUCATION CODE OF CONDUCT POLICY*

1. ETHOS

Sallynoggin College of Further Education, as a constituent of Dublin and Dún Laoghaire Education and Training Board (DDLETB) encourages each learner to take personal responsibility for their own learning, application to studies and educational achievements. The college aims to promote self-respect and a positive self-image in learners and is committed to providing an environment where all individuals are treated with respect and dignity irrespective of race, gender, disability, religion, age, sexual orientation, marital status, family status or membership of the traveller community.

This policy is designed to cater for the common good and to facilitate a positive learning and teaching environment for all. Admission to the college implies acceptance of its Code of Conduct and to all DDLETB and Sallynoggin College of Further Education policies and procedures.

2. GUIDELINES

Sallynoggin College of Further Education, as a constituent of DDLETB, is committed to:

- 2.1 informing learners of the Code of Conduct
- 2.2 operating and implementing procedures in a fair and consistent manner
- 2.3 supporting learners who are experiencing difficulties or unforeseen circumstances
- 2.4 applying appropriate sanctions for unsatisfactory conduct
- 2.5 notifying the learner of the sanction/s applied. Parents/guardians will be notified of sanctions applied for learners under 18 years of age.

This policy offers guidelines as to the norms of behaviour expected of the learners and includes, but is not limited to, learners conduct in class and during online delivery, on college premises, on out of college activities and any other course related activities.

Sallynoggin College of Further Education reserves the right to protect the health and safety of all staff and learners at all times. If in their professional judgement, management considers that there is a risk to the health and safety of any member of the college community, they have the right to remove learner/s from the class/activity/College and its environs until such time as the incident is investigated and a final decision is made.

Learners are expected to take reasonable care to protect the safety of themselves and others who might be affected by their acts and omissions.

To facilitate effective teaching and learning for all staff and learners in a productive and safe learning environment, learners are expected to:

- Adhere to the COVID-19 Student Health & Safety Regulations at all times
- Take an active and positive role in the learning process
- Treat others with respect and consideration and not engage or incite others to engage in any behaviour which constitutes bullying, harassment or discrimination through language, comments or actions towards others
- Uphold the good name of the college
- Comply with all health and safety policies and procedures
- Refrain from using mobile phones or other electronic devices during class unless permitted by the teacher
- Inform their teacher if they need to leave the learning environment
- Respect the property of the college including that of learners and staff members.
- Request permission to display posters and notices in designated areas of Sallynoggin College of Further Education.
- Refrain from recording or taking photographs/video of staff or learners without obtaining prior consent
- Conform to acceptable standards of personal presentation and hygiene

The following types of behaviours are deemed to be in breach of the Code of Conduct. This list is not exhaustive:

- Sale or consumption of alcohol on the college premises
- Sale or abuse of any illegal substance on college premises
- Smoking within college buildings (prohibited under the Public Health (Tobacco) (Amendment) Acts 2004-2013) and vaping.
- Verbal or written abuse or other forms of abuse including humiliation, intimidation and victimisation
- Disruptive behaviour
- Physical violence or threats of physical violence
- Bullying of any nature including cyber bullying
- Posting on social media material about other learners or staff that is threatening, harassing, illegal, offensive, defamatory, indecent, or inappropriate in nature

- Accessing or displaying pornographic or offensive materials
- Damaging or stealing another's personal possessions, college equipment or property
- Interfering with college safety systems, network/ICT systems etc
- Littering on the college premises
- Failing to follow the instruction of a staff member during an evacuation
- Failing to vacate or failing to go to any area when reasonably requested to do by a staff member
- Engaging in behaviour which could be perceived as dangerous

3. DISCIPLINARY PROCEDURES IN THE EVENT OF AN ALLEGED BREACH OF THE CODE OF CONDUCT

In the event of an alleged breach of this Code of Conduct, Sallynoggin College of Further Education may take corrective action to ensure that the learning environment is safe and conducive to learning:

- 3.1 Minor breaches will be addressed with the learner and recorded by the relevant staff member in accordance with the recording procedures of Sallynoggin College of Further Education
- 3.2 Persistent minor breaches of this Code of Conduct will be deemed to be a major breach.
- 3.3 Major breaches will be recorded and reported by the relevant staff member and will be referred to the Deputy Principal. In the absence of the Deputy Principal the breach will be reported to the designated staff member in charge. In exceptional circumstances the breach will be reported to the Principal.

The learner may be suspended with immediate effect while the incident is being investigated and pending a final decision.

MAJOR BREACH OF CODE OF CONDUCT

The Deputy Principal shall investigate and adjudicate on alleged major breaches of the Code of Conduct within 12 College days. The Principal may be involved depending on the nature of the breach of the code of conduct. The College reserves the right to contact the Gardaí in relation to major breaches. This timeline may be extended in the event of the involvement of the Gardaí.

The investigation will be conducted in accordance with the principles of natural justice and fair procedures within 7 College days. The Deputy Principal may speak with relevant staff members, learners and/or witnesses as part of this investigation.

The learner will be advised in advance of the following:

- Date, time and location of the meeting to discuss the alleged conduct under investigation
- The right to speak in his or her own defence
- The right to call witnesses (details of which must be forwarded to the Deputy Principal at least 24 hours prior to the scheduled meeting)
- The right to be accompanied to the meeting (details of which must be forwarded to the Deputy Principal at least 24 hours prior to the scheduled meeting).

Refusal or failure to co-operate by any party with the investigation will not prevent the investigation proceeding and reaching a decision.

The Deputy Principal will reach a decision that may include the imposition of sanctions within 5 College days of the conclusion of the investigation. Breaches will be recorded on the learner file and be stored in compliance with GDPR requirements.

SANCTIONS

When a breach of the Code has been established after due process any one or more of the following sanctions may be imposed:

- A verbal warning
- A written warning
- Temporary exclusion from class (1 to 5 classes as appropriate)
- Temporary exclusion from the college or other college activities (1 to 5 days as appropriate)
- Permanent exclusion from the college

In the event that an in-class assessment is scheduled to take place during the temporary exclusion period, learners will not be denied the opportunity to present for the assessment either during the exclusion period or as soon as possible afterwards, as appropriate.

Failure to comply with a temporary exclusion sanction will be considered a major breach of this Code and will or may result in permanent exclusion from the college.

5. RIGHT TO APPEAL

Sallynoggin College of Further Education, as a constituent college of DDLETB, recognises the right of learners to appeal sanctions and commits to address every appeal in a timely, fair and consistent manner.

GROUNDSTO APPEAL

The decision of the investigating team may be appealed by the learner if:

- 5.1 The learner believes that they were not provided with a fair hearing
- 5.2 There is new evidence that was unavailable at the earlier hearing that could have affected the outcome
- 5.3 The learner believes that the penalty imposed is disproportionate to the act of misconduct.

PROCEDURES TO APPEAL

5.1.1 The decision of the investigation may be appealed in writing stating the grounds of the appeal to the Principal or in exceptional circumstances to DDLETB within 5 college days from the date of the issue of the decision.

5.1.2 A decision to permanently exclude a learner may be appealed to DDLETB.

All data collected and recorded in relation to the implementation of the Code of Conduct will be stored in accordance with GDPR requirements.

**DUBLIN AND DÚN LAOGHAIRE EDUCATION AND TRAINING BOARD
SALLYNOGGIN COLLEGE OF FURTHER EDUCATION
ATTENDANCE POLICY**

1. ETHOS

Dublin and Dún Laoghaire Education and Training Board (DDLETB) is committed to providing a supportive environment to enable all learners to achieve their full potential. DDLETB recognises learners are responsible for their own attendance and are encouraged to develop self-discipline and take personal responsibility in order to achieve success on their chosen course.

Experience shows learners who actively participate in their learning by attending all classes are more likely to:

- Develop the knowledge, skills and competencies required to successfully complete the course
- Effectively manage on-going assessment requirements
- Foster a strong sense of class participation and active engagement in college activities.

Sallynoggin College, as a constituent of DDLETB, is required to maintain attendance records and these will be forwarded to funding and other relevant government agencies as requested.

For the purpose of this policy, punctuality is considered implicit in the term attendance.

2. GUIDELINES

Sallynoggin College, as a constituent of DDLETB, is committed to:

- 2.1 informing learners of attendance requirements and consequences of unsatisfactory attendance
- 2.2 operating an attendance management system
- 2.3 implementing attendance procedures in a fair and consistent manner
- 2.4 supporting learners who are experiencing difficulties or unforeseen circumstances
- 2.5 providing attendance records as required by the Department of Education and Skills (DES), SUSI (grant awarding body) and Department of Social Protection (DSP) *(i)
- 2.6 including information on attendance in references sought for academic or employment purposes

2.7 applying appropriate sanctions for unsatisfactory attendance

2.8 notifying the learner in writing of the sanctions applied *(ii)

*(i) Learners who are in receipt of SUSI, VTOS and BTEA payments will have their attendance monitored closely and payments may not be made by third parties if attendance is not satisfactory.

*(ii) Decisions made with respect to learners under the age of 18, will also be communicated to parents/guardians.

3. PROCEDURES

Learners in Sallynoggin College of Further Education are expected to attend all classes on their timetable. It is College policy to monitor student attendance, as we believe that attendance at all classes is essential if a student is to successfully achieve their goals.

Learner attendance is recorded on VSWare at the beginning of every class. All learners who are present when the attendance is being recorded will be marked Present, those who are absent will be marked Absent.

Students are issued with Notification of Absence when they have been marked absent on the register, as set out below:

First Notification of absence is sent after a student has been marked ABSENT on at least 5 occasions. On receipt of notification, the learner is required to meet with their course coordinator to explain the reason for their absence by the specified date.

Second Notification of absence is sent after a student has been marked ABSENT on at least 10 occasions. On receipt of notification, the learner is required to attend a review meeting with College Management at the time specified. If a learner is unable to attend, the student is requested to contact the Deputy Principal.

Third and final Notification of absence is sent after a student has been marked ABSENT on at least 15 occasions. After the third and Final Notification of absence, failure to contact the Principal/Deputy Principal means the College assumes that the student is no longer attending the course. The learner will be informed in writing that their name may be removed from the register.

Note: Absence for reasons under extenuating circumstances and/or covered by a medical certificate fall outside minimum attendance requirements.

4. APPEALS

Sallynoggin College, as a constituent college of DDLETB, recognises the right of learners to appeal sanctions in relation to attendance, and commits to address every appeal in a timely, fair and consistent manner.

PROCEDURES TO APPEAL

- 4.1 Appeals must be lodged in writing to the Principal within 5 working days on receipt of the sanctions letter. The learner may not attend class pending the outcome of the appeal.
- 4.2 The Principal will establish an Appeals Panel to meet with the learner within 5 working days of the appeal being received. The Panel may be comprised of suitable members of staff such as Principal/Deputy Principal/FE Coordinator/Course Coordinator. At least one member of the panel will be independent of the sanction process.
- 4.3 The learner may be accompanied by another individual. Learners under the age of 18 must be accompanied by a Parent or Guardian.
- 4.4 The Principal will inform the Learner/Parent/Guardian of the decision of the Appeals Panel within three working days.

Note: Parents/Guardians will be notified in respect of decisions made to learners under 18 years of age.

INFORMATION COMMUNICATIONS TECHNOLOGY

ACCEPTABLE USAGE POLICY

The purpose of the Information Communication Technology (ICT) Usage Policy is to specify the appropriate use of ICT in Sallynoggin College of Further Education in a way that promotes a positive learning environment. This policy outlines the requirements for the responsible, ethical and legal use of ICT. It aims to safeguard the security and the privacy of students and to ensure the integrity and reliability of the College ICT infrastructure.

SCOPE

This Usage Policy applies to all college students using ICT equipment, software and Internet services including and not limited to electronic communications. This also covers SMS, MMS and social media carried out on student's personal devices. This policy is not limited to the college premises and class timetabled hours.

Personal Responsibilities

All students are responsible for using the colleges ICT services and resources in an appropriate, legal and efficient manner.

- It is the student's role to take appropriate measure to protect their own privacy and security.
- Students shall not compromise the safety or privacy of others.
- Students are responsible for their username and password and are accountable for activities carried out under their account/name.
- Students are responsible for storage and backup of their files, the college is not accountable for lost data.
- Students shall not create, access, store, publish, send or print text, images, sound or any other files which are generally considered to be unlawful, obscene, pornographic, abusive, discriminatory, hate-motivated, seditious, harassing, demeaning or in any way counter to a positive learning environment.
- Students must consider the needs of other users and not monopolise resources at the expense of others.

A breach of this policy will be deemed a breach of The College Code of Conduct and dealt with accordingly.

Sallynoggin College of Further Education
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Registered Charity Number: 20083526



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Constituent College of Dublin & Dún Laoghaire
Education & Training Board