

# Drumshanbo Vocational School

Office Telephone 071 – 9641085 Website: [www.dvs.ie](http://www.dvs.ie) email: [info@dvs.ie](mailto:info@dvs.ie)

Principal:

Mr. Martin Fallon B.Sc., M.Ed.

email: [martinfallon@msletb.ie](mailto:martinfallon@msletb.ie)



Deputy Principal:

Ms. Siobhán Evans B.A., M.A.

[Siobhanevans@msletb.ie](mailto:Siobhanevans@msletb.ie)

September 5<sup>th</sup> 2025

Dear Parents & Guardians,

We hope you all had a nice summer and that our students have settled back into the school routine. We now want to update you with some important information.

## 1. Year Heads for 2025/26

Year	Year Head	e-mail address
First Year	Ms Yvonne Traynor	<a href="mailto:yvonnetraynor@msletb.ie">yvonnetraynor@msletb.ie</a>
Second Year	Ms Carmel O'Neill	<a href="mailto:carmeloneill@msletb.ie">carmeloneill@msletb.ie</a>
Third Year	Mr Aidan Shannon	<a href="mailto:aidanshannon@msletb.ie">aidanshannon@msletb.ie</a>
Transition Year	Ms Denise Coen	<a href="mailto:denisecoen@msletb.ie">denisecoen@msletb.ie</a>
Fifth Year	Ms Lorraine Devaney	<a href="mailto:LorraineMdevaney@msletb.ie">LorraineMdevaney@msletb.ie</a>
Sixth Year	Ms Ailish Kearns	<a href="mailto:ailishkearns@msletb.ie">ailishkearns@msletb.ie</a>

*Other frequent contacts :*

Guidance Counsellor: Mr Daithi Hughes, [daithihughes@msletb.ie](mailto:daithihughes@msletb.ie);

AEN Co-ordinator: Ms Lorraine McLoughlin, [lorrainemcloughlin@msletb.ie](mailto:lorrainemcloughlin@msletb.ie)

Programme Co-ordinator (TY, LCA & LCV): Edward Moran, [edwardmoran@msletb.ie](mailto:edwardmoran@msletb.ie)

ASD Co-ordinator : Anne Shanley

## 2. Free Book Scheme

Prescribed textbooks, school diary, workbooks, folders (First Years ), a calculator, maths set and a set of copies will be provided free of charge for all students under the Department of Education funded free books scheme. Access to Studyclick is also included for exam years.

## 3. Transition Year

The fee for those participating in Transition Year is €300. This will be used to cover or subsidise excursions *in so far as possible*, workshops and class materials. However, it does not include the cost of a tour abroad. It is expected that any tour abroad this year will cost in the region of €700.

#### **4. Student Services Support Contribution**

This is €30 for the year and includes the locker rental, student insurance and subsidises various events and activities for students organised throughout the year.

#### **5. Sports Activity Fee - €50**

This fee applies only to students who participate in school sports and travel by bus to sporting events. If your child does not partake in any sports activities during the school year, the fee will be removed from the dashboard in May 2026.

#### **6. How to pay**

Payment for all of the above is to be made through way2pay. A link to this payment portal will be sent via text at the start of term. The book rental fee and the fees for TY and LCA can be paid in instalments.

#### **7. Using VShare**

Parents can view their children's timetables, attendance & punctuality records, behaviour record, term reports and subject options on our school management information system - VShare. All parents have access to this system using the username supplied by text, either on the VShare app or by logging on to drumshanboys.vshare.ie on a PC. A link to VShare is also available on our web-site – [www.dvs.ie](http://www.dvs.ie).

#### **8. PE Uniform**

Students that have opted for the full PE uniform are allowed to wear this with black runners on the days that they have PE. The on-line shop for ordering this sports-wear will be opened at various times of the year depending on demand. A link to the on-line PE shop is available on our web-site : [www.dvs.ie](http://www.dvs.ie)

#### **9. Attendance & Punctuality**

Absences should be notified in one of the following ways, either in advance or after the absence:

- Using the vshare app. Instructions on notifying an absence using the app is available on the home page of our web-site, [www.dvs.ie](http://www.dvs.ie).
- Send an e-mail to the Year Head
- Contact the school by telephone
- Write a note in the Student Journal.

School management is obliged, under the Education Welfare Act to inform the Education Welfare Officer /TUSLA if a student is absent for more than 20 days or for regular unexplained absences.

#### **10. Homework Journal for Learning**

All students have been supplied with a Student Journal. This is primarily for recording homework but it is also another means of communication between the teachers and the parents. Although VShare is what we use now to record positive & negative behaviour (using a points system), teachers may also use the Homework Journal to notify you of any concerns around homework & work-rate. We are requesting that a parent check and sign the Journal every week-end during term time.

#### **11. Mobile phones**

We are asking that students leave their phones at home unless the parents deem that it is absolutely necessary that they bring them to school. Those that do bring a phone to school are required to leave it in their locker. Failure to do this can result in the phone being confiscated. In accordance with our policy, it will be returned to the student at the end of the day. If that student has a phone confiscated for a second or subsequent time the parent can collect it any time during school hours. **Phones are a major distraction to our students and can result in significant time missed from class to check on messages, social media etc.**

## 12. Student e-mail addresses

All students have been provided with personal e-mail addresses. This gives them access to the Microsoft Office suite, including TEAMS on any of their devices.

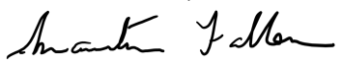
### Further Information

You can find up to date information, approved school policies, and school calendar on our new web-site [www.dvs.ie](http://www.dvs.ie). Input and comments from Parents /Guardians regarding school policies are always welcome at [martinfallon@msletb.ie](mailto:martinfallon@msletb.ie) or [siobhanevans@msletb.ie](mailto:siobhanevans@msletb.ie)

### School Calendar

This is available on our new web-site and will be updated as necessary. Please note that there closure dates as required by the Department of Education for staff training. These training dates for our school will be notified to you when they are confirmed and our calendars will be updated accordingly.

Yours sincerely,



Martin Fallon



Siobhán Evans