



**SAINT VINCENT'S  
CASTLEKNOCK COLLEGE**

# A Handbook for parents of First Year students

## Welcome

Thank you for choosing St Vincent's Castleknock College for your son. We appreciate you are entrusting us with your son's education for the next six years. Together with your help and active participation, we are confident he will receive every opportunity to excel and flourish.

## Our Mission

To have a College which is concerned with the development of the whole person in a Christian atmosphere; which encourages involvement in a balance of religious, intellectual, cultural and sporting activities; and which promotes the growth of self-worth and respect for others in the spirit of St Vincent de Paul.

## The Objectives of St. Vincent's Castleknock College are

- To pursue excellence in all areas of College life, academic, creative, cultural and sporting;
- To nurture a friendly and caring environment which allows each student to develop his own natural talents and gifts;
- To actively generate a happy social environment where students learn to appreciate the skills of group interaction and the value of friendship.
- To recognise the College's responsibility towards the wider community in developing a spirit of service; and
- To offer opportunities for the spiritual development of each member of the College community.

## The Crest

The crest features a picture of an open book representing the Bible, with a cross to symbolise the Catholic faith of the Vincentians and shamrocks symbolising the successful establishment of the Irish Vincentians in Ireland. These symbols tell the story of the purpose and essence of the college in one picture. The motto of the college is also seen on the crest, “Nos Autem In Nomine Domini” which means in English: “We however in the name of the Lord”. This is quoting from the 20<sup>th</sup> Psalm of the Old Testament from verse 7 which states: “Some trust in chariots and some in horses, but we trust in the name of the Lord our God”, Psalm 20:7 NIV.

## Chaplaincy

Chaplaincy is a vital part of the student support service at St. Vincent’s. The office has an open-door policy where students can drop in at any time and be supported through the ups and downs of school life. It is a confidential and non-judgemental space.

If the Chaplaincy is not qualified to deal with a particular issue it will direct the student or parent to an appropriate service.

It also facilitates the spiritual and liturgical life of the College Community. While promoting the Catholic Ethos of the school, it is available to students of all faiths and none. The liturgical dimension of its work helps mark significant occasions and events in school year, such as the opening and closing of the year masses, graduation service, memorial service, etc. and of course special seasons such as Easter and Christmas.

Aware of the diverse nature of the student population, it seeks opportunities to host inter-faith services and para liturgies.

The Chaplaincy service is rooted in the Vincentian Ethos and so it has a special concern for people who are struggling or on the margins. It promotes an awareness of Vincentian Social Justice and encourages the students to get involved in organisations and activities aimed at supporting people in need, such as the SVP Society, the Ambo Deaf School, Vincentian Lay Missionaries (VLM) and De Paul Trust Ireland, etc. It helps support and facilitate the school’s immersion program in Ethiopia and Tanzania.

The services of the Chaplaincy office are also available to support the parents of our students. You can contact the Chaplain by email [Chaplaincy@castleknockcollege.ie](mailto:Chaplaincy@castleknockcollege.ie) or phone +353 (1) 821 3051 (Ex230) or (083-0263397). Any such contact is treated with the utmost confidentiality.

## Family Mass

In each year that your son is at Castleknock College, there will be an opportunity to join other families for a Family Mass. The First Year Family Mass will be celebrated in Spring 2023 (date to be confirmed).

All families, regardless of faith, are welcome to attend this celebration which is also an opportunity for families to meet and socialise over a cup of coffee in the College

Refectory arranged by the Parents' Core Group. This gathering has proved to be a popular and enjoyable event in the first year's calendar. First Year students also get to host our school Carol Service. Something to look forward to in the run up to Christmas.

## **Core Groups and Parents Representative Association (PRA)**

- Each year group in the College is represented by a Core Group of parents who volunteer to act as a liaison group within the College.
- Regular meetings of the Core Group are arranged and these are facilitated by a representative of the College management team.
- A template for providing feedback to the representative of the College management team will be provided to ensure a streamlined response from all year groups.
- These meetings provide a forum for regular exchanges between parents' representatives and the College management team.
- Items of relevance to the broad educational welfare of the students may be raised. (This is not to be confused with items pertaining to individual students, which should be raised individually with the Year Head in the usual manner).
- There will be a social evening arranged by the PRA for First Year parents and boys in September, following which the First Year Core Group will be formed.
- Two representatives from the Core Groups of each of the six years form the Parents Representative Association (PRA).
- The PRA meets with the Headmaster throughout the year on specified dates.

## **Communications**

- "Knock News" is a text message service used for last minute announcements. Please make sure you advise the College of your latest contact details.
- The website contains all ratified school policies (we recommend you read these) and calendars for the academic year and the co-curricular activities. The website also contains a huge amount of other information about the College.
- A bulletin of news and upcoming events is issued each Friday. This is the best way to keep up to date with what is going on in your son's school life.
- It is easy to subscribe to the bulletin: simply enter your email address into the box on the homepage of our website [www.castleknockcollege.ie](http://www.castleknockcollege.ie) or following the link [here](#) Every family should get the bulletin each week after subscribing.
- An archive of the most recent bulletins is in the News section of our website.
- Our attendance policy requires that we inform parents before 11.00am by a text message if your son's name is not on the attendance list.

## **Student Journal**

- The student journal is issued on the first day and will be a primary source of information during the year. In the journal you will find a calendar of key dates, library rules, uniform, student council and main points of the code of behaviour and anti-bullying policy.
- You will be asked to sign a permissions page in the journal showing that you agree to our policies for photos, tours, sports, internet, phones, and medical situations.

- The journal includes information about the College, its history, and the outreach programmes we have with other institutions.
- The journal is the main means of communication between yourselves and the Year Head. If your son is absent from school, notes can be submitted through VShare.
- Crucially, the journal is the record of study assigned as homework for each subject. As such, it is an important link between school and home.
- MS Teams is our virtual journal.

## Uniform

- All items of school uniform are available from Arnotts of Henry Street. Mandatory PE tracksuit and all sports gear is also available from Arnotts. All items of the uniform must be labelled with your son's name. More information regarding uniform to follow at a later date.
- Please note that the school blazer is a requirement and not an optional item of uniform. The blazer must be worn on all formal school occasions and when representing the College at any sporting or cultural event.
- All boys are required to wear black socks that cover their ankles and plain black shoes – i.e. plain black leather upper and black sole. Non-leather black shoes are not acceptable.
- Before your son leaves home, please make sure that he is wearing his full school uniform with no extra non-uniform items of clothing. Good habits established in first year are more likely to continue when well enforced from the start. Boys are encouraged to make sure their top shirt button is closed and that the knot on their tie is pulled right up to cover the top button of the shirt.
- Students without the proper uniform are not allowed to attend class. Please label your son's schoolbag also.

## The School Day

- School starts each morning at 8.40am. This means that your son must be present at his first period classroom at that time. First bell is at 8.35am, to alert students to get ready.
- Classes finish at 3.35pm on Monday, Tuesday, Thursday and Friday and at 12.55pm on Wednesday.
- There is a small break each day at 10.40am and most boys take a drink and snack at this time. Sandwiches, wraps, drinks and milk are available in the refectory.
- Lunch is at 12.50pm for First Year Students. A hot, nutritionally balanced lunch is available. (see separate information sheet enclosed). Lunch may be prepaid each term. Boys who bring their own lunch also eat at tables provided in the refectory.

## Year Heads

- The Year Head for First Year can be reached at Tel. No. (01) 821 3051 extension 251. Any problems arising with your son should be referred in the first instance to the Year Head. Notes for absence can be submitted through VShare.  
[Parent App - Submit an Absence Request \(vshare.ie\)](#)

## Procedures regarding punctuality / attendance

- Students should be in school five minutes before classes begin.
- Students may only enter the school premises through the official school entrances.
- Absence from class will be recorded by teachers.
- Students who arrive late for class must sign the late sheet at Reception.

## Procedures when a student becomes ill at school

- The student approaches his class teacher to say that he is feeling unwell.
- The student is sent to Year Head (accompanied by a friend if deemed necessary). The Year Head will then send the student to reception where parents/guardians are contacted.
- The student then waits outside reception for parents to collect him.
- When the student is leaving with his parent/guardian, a sign out form must be completed.
- Above are the procedures for regular illness e.g. headaches, colds, nausea etc.
- In the case of an emergency appropriate action will be taken to ensure the safety of each student.
- It is very important that these procedures are followed by each student to ensure his safety.
- Direct calls to parents/guardians on student's mobile phone may result in staff not being aware of the student's illness and is therefore in breach of school regulations.
- Care of each student when ill, as at all other times, is central to our policy on pastoral care

## How to set up an account on VShare

Please go to <https://castleknockcollege.vshare.ie/> and click "Create or reset your password"

- Enter your username which will be emailed to you in August
- Enter the last 4 digits of your mobile number and click "Send code"
- You will get a code via text message – this can take several minutes to arrive
- Enter the code by message when you receive it in the next screen on VShare and then enter a new password twice
- Once done you can then log in with your new password
- If you are still having problems kindly contact reception

## How to find VShare child ID number (used for PTM booking)

- Log onto VShare
- Go to Dashboard,
- Click on your son's name,
- Click on personal information
- Click school tab and your VShare child ID number is there.

The password is your son's school ID number which he will have for his six years at the College.

## PTM logon

- Parent Teacher meetings are held once a year, time and date to be confirmed for January 2023.
- We use a booking system allowing you to select the teachers you want to meet online. This is popular with parents as specific times are assigned for meetings. The system works well as long as everyone remembers to limit their meeting time to five minutes.
- The website for scheduling meeting times becomes active 1 week before the date. Three days before the meeting the link is closed and the timetable is generated based on everyone's choices. At that stage you need to login a second time to print off your timetable.
- To select appointment times, please log on to <https://ptmorg.com> OR <https://ptmorg.com/parentlogin.php> using the following:  
School roll number: 60100Q  
Student ID: VSware "child ID number" (see above)

## School Reports

- School Assessment Reports are issued on VSware in October, December, Spring and Summer. Any concerns that you may have about your son's progress arising from these reports should be raised in the first instance with the Year Head.
- You will be issued with a username for VSware in August/September. Please keep this safe as it will remain the same throughout the six years at the college. You will be asked to generate your own password. VSware is used to enable you to keep a record of all school reports.

## Lockers

- Each student is assigned a locker by his Year Head. Parents are asked to encourage boys to use the locker for storing both school books and sports gear. Books can be very heavy and cumbersome. It is the student's responsibility to manage his locker. Boys should only carry books required for the following few classes. It is not necessary to carry around books for the whole day.
- All books and bags should be clearly labelled to include school bags and sports bags. This is essential as many boys may have the same bag.

## Fees

The tuition fee for the academic year is reviewed annually. The Accounts Department will send out invoices mid-summer with direct debit details. Any parent with a son already attending the College and has a direct debit set up, does not need to return a new mandate. Should you wish to pay the school fees by cheque please contact the Accounts office as soon as possible. Cheque payments must be for the entire annual fee and should reach us before the 1<sup>st</sup> August 2022.

## ICT Facilities

- The College has an extensive and growing ICT environment in place to complement and aid with your son's learning experience in today's modern digital world.
- We have two modern, fully equipped computer labs, two shared sets of laptops for use in classroom, as well as additional shared computing facilities in the library, and an extensive high-speed Wi-Fi network.
- All internet access within the College, both in the computer labs and via the Wi-Fi, is filtered in accordance with the Broadband for Schools programme to ensure a safe and age-appropriate browsing experience at all times.
- Your son will be issued with an individual computer account and Office365 account during their registration day, which they will retain throughout their many years with us. This information will be on a label in your son's journal.
- The Computer account is used to access the various computing resources throughout the College.
- The Office365 account is used for undertaking coursework, including receiving and submitting assignments, and to keep up to date with the latest College news.
- We encourage you to read through our Internet Acceptable Usage Policy document together with your son and if you have any queries to direct them to your son's Year Head.
- MS Teams is the virtual journal.

## Office 365

At 1<sup>st</sup> Year registration in August your son will be given his Castleknock College email account. Please follow instructions below.

1. Open your web browser and enter <https://portal.office.com>.  
Don't Google It! Google search will often bring you to the Home version of Office which will not accept your Castleknock College login details.
2. Enter your Office365 e-mail address as shown on the label in your journal and then click (or tap) on "Next"
3. Enter your password as shown on the label in your journal and then click (or tap) on "Sign in"
4. The first time you log in you will be required to enter some security information. This is useful if you ever forget your password. Simply click (or tap) on "Next"
5. Next to "Security questions are not configured" click (or tap) on "Set them up now"
6. Choose three questions from the list and enter three corresponding answers that are easy for you to remember but not so easy for others to guess. When you're done click (or tap) on "Save answers"
7. You do not need to set an Authentication Phone or Authentication Email up so you can click "Finish" to complete
8. That's it, all set! You're now ready to use your Office365 account.  
Make sure you keep your password safe and don't let anyone else know what it is – you can change it to something more memorable if you like but make sure it's not too difficult that you'll forget it!  
If you can't get into your account or you suspect someone else may have access drop into Room 1-22 or e-mail [it.support@castleknockcollege.ie](mailto:it.support@castleknockcollege.ie) .

## Student Council

- The Student Council at Castleknock has an extremely important role to play in College life. The Council is there to promote active student involvement regarding College policies. On a regular basis, the Council liaises with the Board of Management and staff to discuss matters raised by the classmates of Council members. Students' voices must be heard, and the Student Council provides the official platform whereby the concerns of students are put forward for discussion.

In recent years, the Council has played an active role in the following areas:

- Revision and amendment of the College Anti-Bullying Policy.
- Assisting with the drafting of the College Social Media Policy.
- Increasing the number of secure bicycle spaces for students wishing to cycle to school.
- Highlighting the need for high-visibility vests and cycling helmets to be worn by students who travel by bicycle.
- Negotiating with kitchen staff regarding menus and evolving dietary requirements.
- Helping with the College Open Night, Uniform Swap/Lost and Found, SVP Christmas Food Appeal and fundraising for Ambo, Ethiopia.
- Currently, the College is preparing the groundwork to achieve the coveted Green Flag and the Council is assisting the College in this endeavour. In March 2022, the College was inspected by An Taisce with a view to attaining the Green Flag for Litter and Waste, having promoted the concept, and assisting the College in its aim to reduce landfill waste by 20% over two years. The college was subsequently awarded a Green Flag. The Student Council continues to work very hard to help the College achieve its environmental goals.

Each September, two students are elected from each class. At the end of each academic year, one Fifth Year member is elected as Student Council President for the coming year. Student Council badges are distributed to Council members. Meetings are held once a week. An agenda is set, and minutes are taken. The Staff/Student Council Liaison Officer attends every meeting and reports to the BOM regarding matters arising.

## Sport

- We have a strongly held view that sports and activities are essential for good health and wellbeing. Every boy is encouraged to take an active part in sports for the duration of their time at the College and avail of all the opportunities offered.
- Parents are asked to ensure that their sons are actively participating in some sporting activity in the College. Rugby is the sport of choice and full participation is mandatory for First- and Second-Year students
- Wednesday afternoon is dedicated to rugby in terms 1 and 2. There is rugby training on Monday and Thursday after school until approximately 5pm.
- Matches are scheduled for Saturday and any boys selected for a team are expected to attend. When there is no match scheduled, training will take place instead from 9.30-11.30 am.
- Please remember all queries regarding rugby are to be sent to your son's Head Coach via MS Teams. MS Teams will be the main communication channel that will be used over the course of the year so it is important that your son checks his Teams account regularly.

Our insurer has asked that we request all parents/guardians to sign a “Permission to participate in sport” form. Signing this form does not diminish your rights. It is simply to allow us to assure our insurer that all parents are aware that in any contact sport, such as rugby, there is an element of risk and accidents can and do occur from time to time. (Permission slip already signed and returned to Admissions).

### 1<sup>ST</sup> YEAR SPORTS TIMETABLE

1st Year Sports Timetable					
	Monday	Tuesday	Wednesday	Thursday	Friday
<b>Before</b>					Cricket
<b>Lunch</b>	Table Tennis	Table Tennis	Tennis	Table Tennis	Table Tennis
<b>After</b>	Rugby	Tennis	Rugby	Rugby	Badminton
	Basketball*	Chess	Cricket*	Basketball*	
		Cross Country			
		Table Tennis			

#### Rugby Training/Match Times

Monday Training 3:45pm – 5:00pm

Wednesday Training 1:30pm – 3:00pm

Thursday Training 3:45pm – 5:00pm

Saturday Training 9:30am – 11:00am

Kick-off times on match times, usually 2.00pm Wednesdays, 10.30am Saturdays

#### Other Sports Days/Times

##### Basketball\*

After School Monday 3:45pm – 5:00pm; Thursday 3:45pm – 5:00pm

\*Basketball does not begin until 2<sup>nd</sup> Term (After Christmas)

##### Tennis

Tuesday Lunchtime\_11:55am – 12:30pm; After School 3:45pm – 5:00pm

##### Cross Country

After School on Tuesday 3:45pm – 5:00pm

##### Chess

After School on Tuesday 3:45pm – 5:00pm

##### Table Tennis

Every Lunchtime 11:55am – 12:30pm

After School on Tuesday 3:45pm – 5:00pm

##### Cricket\*

After School Wednesday 1:30pm – 3:00pm

Friday Morning 7:55am – 8:30am

\*Cricket on Wednesdays after school does not begin until April

## **Athletics**

Begins in the final term of school after Easter

## **Extra Supports**

If your son has an exemption from Irish, has a medical problem, or has been assessed for special needs/learning support and a report is available, we need to know now. Please forward any letter of exemption from Irish or any psychological or medical report as soon as possible. If you have already sent in a psychological/ medical report and a more up to date report is now available please forward a copy to the Admissions Office. It is important for us to have up-to-date reports in order to ensure that we can deliver to your son the supports that he needs.

## **Music**

- Music is one of the strengths of St Vincent's Castleknock College, also contributing to good health and happiness. In fact, some of our best sportsmen also end up being some of our best musicians. We have a number of opportunities for your son to participate, including the chance to begin learning a new instrument.
- Individual music tuition is available on a number of instruments including voice and keyboard/piano. These private lessons take place during the school day at different times each week (there is an additional charge for this tuition). The timetable for lessons is posted on the music notice board each week and boys must consult this to confirm the time of their lesson. The rotating timetable ensures that no student misses the same class too often. This arrangement has proved popular with parents and will continue this year. First Year students are permitted to take tuition in one instrument only. Students are encouraged to take part in one of a number of ensembles available to them, which includes 1st Year Band.

## **The Alton Library** *Dedicated in memory of Dr Bryan Alton, MD, FRCPI 1931-36*

**Opening times:** Monday - Friday: 8:00 am – 4:00 pm  
The library is open before school and during lunch break.

### **Library Facilities & Activities:**

- Spacious learning & study space with a separate wellbeing & leisure reading corner
- Over 6400 items in six collections: fiction, non-fiction, reference, self-help, quick reads and graphic novels
- Subscription to 14 magazine titles
- Excellent IT facilities (student-dedicated A4 colour printer, 9 computers and 50 tablets available for class use)
- Full-time librarian
- Scooter online catalogue (OPAC)
- No library card needed – all incoming students are registered with library management system upon arrival at school
- Library induction class for all First-Year students
- Students' and staff wish lists
- Reading classes
- Author visits

- Workshops (wellbeing, creative writing, diversity awareness)
- Participation in national literacy campaigns: World Book Day Ireland, October Book Fest, Children's Books Ireland Shadowing Scheme, Great Reads Award, Excelsior Award
- 3 interest clubs (Book Club, Comics Fan Club, Film Club)
- Competitions: Spelling Bee, First Year Scrabble Competition, photo challenges

### Library Rules:

1. Be safe: Walk, don't run. All bags must be placed on the shelving units at the entrance to the library. The library computers are available for all students. Computer use and Internet access are in accordance with *St Vincent's Castleknock College Internet – Acceptable Use Policy*. Computer games are not allowed on the library computers.
2. Be considerate: Respect other library users. Loud conversation is not permitted. Disruptive behaviour will result in a withdrawal of library privileges. Eating and chewing gum are not allowed in the library.
3. Be responsible: The Alton Library lends materials for **two weeks**. Books may be renewed unless they are reserved for another student. You may borrow three items at one time. You are responsible for all items you borrowed. When you borrow, return materials on time. When you browse, put books and other items in the right place or leave them on the library desk for re-shelving.

### Code of Behaviour

The College Code of Behaviour is available on our website at [www.castleknockcollege.ie](http://www.castleknockcollege.ie). Please read through this code with your son before term begins.

### Mobile phones

Students may take mobile phones to school provided they observe the following conditions:

- Phones must be powered off during the school day. A student may use the office phone if he wishes to contact home urgently at any time.
- A student who wishes to go home for any reason during the school day, must arrange to do so through Reception and not independently by mobile phone. This ensures that correct procedures for leaving school before the ending of classes for that day are observed.
- Responsibility cannot be taken by the school authorities for students who arrange independently to go home without following proper procedure. Any such arrangement is a breach of the Code of Behaviour and will incur sanctions.
- A student who is found using a mobile phone during school hours will be obliged to leave the phone and its SIM card at Reception. The phone will be returned to a parent/guardian only.
- The school reserves the right to view the contents of the phone, in the presence of the student, to ensure that it contains no images or information which would compromise any member of the school community. Any photographs taken in the school building, on the grounds or during any school activity in or outside the school, will be removed before the phone is returned.

## Transport Arrangements

Private School Bus Services are available to students as follows:

### **Kildare**

Contact James Coaches 627 5465 / 087 416 8077

Serving:

- Celbridge, Leixlip, Lucan (Weston area and Woodies). Double decker bus for College students only, arriving at the College at 7.50pm.
- Kilcock, Maynooth and Carton. Double decker bus for College students only, arriving at the College at 7.50pm.

Pick up from College: Monday, Tuesday, Thursday & Friday at 3.45pm. There is also a late bus that leaves the College on Monday, Tuesday and Thursday at 5.10pm ; Wednesday the boys are picked up at 1pm.

Cost: 30 euro per week for the early bus, 40 euro per week for the late bus. Booking: parents must contact James Coaches direct.

### **Meath:**

Contact Tony Devine 086 252 3812

Serving:

- Route 1: Trim, Batterstown, Dunboyne, Littlepace, Ongar, New Ongar Road, Castleknock College.
- Route 2: Navan, Dunshaughlin, Ratoath, Clonee, Ongar, Clonsilla Bridge, Castleknock College.

Pick up from College: Monday to Friday at 3.45pm. Also Monday and Thursdays second bus leaves the College at 5pm.

Cost: Depends on pick up point. Contact Tony Devine for details.

Booking: Parents must contact Tony Devine Coaches direct.

### **Meath from Ashbourne**

Contact Ciarán Clarke 0864084861

Route: Ashbourne, Rathoath Kilbride, Hollystown, Tyrrelstown, Blanchardstown, Carpenterstown, Castleknock College.

Pick up from College: Monday, Tuesday, Thursday & Friday at 3.45pm. Wednesday the boys are picked up at 1pm.

Cost: Depends on pick up point.

Booking: Contact Ciarán Clarke or [www.celticcoaches.ie](http://www.celticcoaches.ie) or [info@celticcoaches.ie](mailto:info@celticcoaches.ie) for details.

### **Meath from Trim:**

Contact Adrian Byrne directly 0862712137

Route 1: Trim, Summerhill, Batterstown, Castleknock College

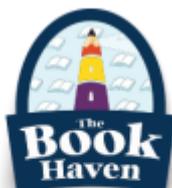
Route 2: Trim, Batterstown, Castleknock, Castleknock College

Pick up from College: Monday, Tuesday, Thursday & Friday at 3.45pm and 5.15pm, Wednesday the boys are picked up at 1.00pm and 3.00pm.

Booking: Contact Adrian Byrne directly.

## Book List

- The booklist for August 2022 is published on the website at [www.castleknockcollege.ie/parents](http://www.castleknockcollege.ie/parents) in **June 2022**.
- Please ensure that all school books are clearly marked with your son's name and class.
- Your son will receive his timetable at registration in August.



Unit 3/10, Block 4, Ashbourne Business Park, Ashbourne Co Meath A84X710 Tel: 01 8352621  
Co. Reg: 499039 VAT No: IE3521663LH

St. Vincents Castleknock College  
College Road  
Castleknock  
Dublin 15  
D15PD95

21<sup>st</sup> March 2022

### Bookhaven.ie – 1<sup>st</sup> Year School book online offer

Dear Parent,

I would like to make you aware of a very attractive online offer for parents of incoming 1<sup>st</sup> year students to St. Vincent's Castleknock College for the academic year 2022-2023, which is available to parents of **1<sup>st</sup> year** St Vincent's Castleknock College students from 16<sup>th</sup> May 2022 to Friday the 1<sup>st</sup> July 2022.

**12% discount off the publisher list price for all St. Vincent's 1<sup>st</sup> year school book online orders placed using the quick code on [bookhaven.ie](http://bookhaven.ie) from 16<sup>th</sup> May 2022 to 1<sup>st</sup> July 2022.**

#### HOW IT WORKS

1. Go to [bookhaven.ie](http://bookhaven.ie) & input **e87g1y** into the quick code field which will bring you to the 1<sup>st</sup> year booklist.
2. Add the items you require to your cart.
3. Click on "**Your bag**". Use promotion code **e87g1y** in the "**Discount Codes**" field to get your 12% discount before Friday the **1<sup>st</sup> of July 2022**.
4. Proceed to checkout and complete your billing and delivery details and click on "**Place order**".

Please note that the offer ends on the **1<sup>st</sup> of July 2022**. The quick code will remain active so you can continue to access the book list directly. The offer is only valid when the correct discount code **e87g1y** is used when placing the order online through [bookhaven.ie](http://bookhaven.ie) and cannot be used in conjunction with any other offer. The discount cannot be applied to orders already placed and does not apply in our retail shops where the books are also available to purchase.

Kind regards,

Ciaran Murphy  
Managing Director  
The Book Haven  
01 8352621