CBC Monkstown Park.

Phone: 01 2805854 email: office@cbcmonkstown.ie

The Role of the Year Head

1st Year	Mr Luke Daly	ldaly@cbcmonkstown.ie
2nd Year	Ms Ashling Duffy	aduffy@cbcmonkstown.ie
3rd Year	Ms Kate Lorigan	klorigan@cbcmonkstown.ie
4th Year	Mr Dermot Byrne	dbyrne@cbcmonksotwnpark.ie
5th Year	Mr Ken Walsh	kwalsh@cbcmonkstownpark.ie
6th Year	Ms Pauline O'Toole	potoole@cbcmonkstown.ie

- Year Heads have day to day responsibility for the students in the Year Group and have a key role in promoting wellbeing in the year.
- The Year Head monitors the academic and social progress of students in their year group.
- Year Heads recognise achievements within the year during assemblies and Tutor Class time.
- The role of the Year Head in relation to behavioural matters is outlined in the Code of Behaviour. They encourage good behaviour and monitor the Merit / Demerit System of Behaviour on VS Ware.
- Year Heads monitor student attendance and punctuality on a daily basis.
- Year Heads have access to information on all students in their year groups. They survey reports and track academic progress. When necessary, they have input into Behaviour Modification Plans, and assist the AEN department with Individual Student Plans, as required.
- Year Heads are the first point of contact for parents. They liaise with parents regarding wellbeing, academic progress, behaviour and attendance. They are available to meet with parents by appointment as required.
- Year Heads work to promote positive behaviour within their year group. Incidents of misbehaviour, or academic concerns are referred to the Year Head. The Year Head will decide on an appropriate course of action often in consultation with the student; parents; the tutor or teacher; Senior Management and, where relevant, the Student Support Team.
- Year Heads meet frequently with Tutors to discuss issues relating to the Year Group.

The Role of the Class Tutor

Class Tutors are appointed for all class groups in CBC Monkstown.

A tutor is a teacher who, on behalf of the school community, undertakes the role of caring for a particular class group with responsibility in the pastoral and academic areas. Tutors meet with their class for ten minutes every morning. These ten minutes are assigned from a teacher's class contact hours.

Tutors work closely with Year Heads to promote a positive learning environment for all students in CBC Monkstown Park.

Ideally, the tutor is a class teacher for the class for which she/he has responsibility. In CBC our goal is continuity with Tutors across the six years in school. It is therefore, not always possible that the Tutor is a class teacher, especially with senior students. The tutor is involved in an induction programme for first year students where appropriate.

Tutors have primarily a pastoral role, they are however responsible for the following every morning:

- Checking uniform – students who do not present in full uniform should be sent to the Hall
- Checking Yondr pouches every morning during Tutor Class. Phones must be locked and placed in a Yondr pouch. Students without a Yondr Pouch must be sent to the Hall.
- Tutors check School Journals on a weekly basis to monitor student engagement and academic progress.

They promote class spirit and cohesion and encourage leadership qualities within a class group and oversee class involvement in all activities that promote the ethos of the school. This may include but is not limited to College retreats; Hampers for Christmas Charity; School Jersey Days; SPHE talks; Bi Cineálta programme; exam preparation and sports day participation.