

PROCEDURE LIST

Parking and dropping off children to school? Parents/Guardians are requested to drop their children at least 100 metres from the school. They MAY NOT drive onto the school grounds to drop or collect children before or after school due to congestion in the car park.

- ✓ Late to school? If you arrive after registration has finished but before 9:30 you MUST sign in at the Library. If it is after 9:30 sign in at the school Office with a note (use blue topped notes in back of school journal). If you do not sign in your name will remain on the absent list and a text will be sent home to your Parent/Guardian notifying them of your absence!
- ✓ Need to leave early? You MUST sign out at the school Office with a note (use the blue topped notes in back of school journal) from your parent/guardian, which has been signed by your Form Teacher at registration. Students will not be signed out on the basis of a 'phone call unless it's an emergency. Students are not permitted to leave the school early without signing out at the school Office.
- ✓ Feeling ill? The Nurse will help! Anybody feeling unwell during the school day MUST attend the Nurse who will contact home if the student needs to leave school. Students are not permitted to leave the school because of illness without first contacting the Nurse and signing out at the school Office.
- ✓ Parents/Guardians are not allowed to be on the school corridors at any time unless they have signed the visitor's book. This is for insurance and security reasons. The visitor's book is held at the school Office.
- ✓ Lost property? Please ensure all your child's belongings, including books, PE gear and uniform items, are clearly named. In the event of an item becoming lost, named items are easily traced.
- ✓ Mobile 'phones and other electronic devices: All mobile 'phones MUST be switched off and placed in the school bag during class. Earphones must also be put away. Any student using a 'phone or other electronic device during class will have the item confiscated. Confiscated items are taken to the school Office where they can be collected at the end of the school day upon the receipt of €5 which is donated to an appropriate school related charity. On occasions it may be necessary for a parent or guardian to collect the 'phone or electronic device.
- ✓ Forgotten something? If your child has left their lunch/schoolbag/PE gear etc at home we will take items for them at the school Office and although we make every effort to locate the student, we cannot guarantee we will find them, as it is a very busy office with few staff. Encouraging your child to be organised and to mark extra curricular activities and classes where they need to bring items – e.g. Home Economics – in their Homework Journal and checking regularly will help prevent them forgetting items.
- ✓ If your child is absent there is no need to ring the school. There is an area in the back of the school journal for notes. The blue-topped ones are for general notes and the brown-topped ones are for absence. If your child has missed school send in a brown-topped note to their Form Teacher giving the dates of absence. A text will be sent to your mobile 'phone in the event your child is absent.
- ✓ Bags should be placed in lockers or on the shelves provided at break and lunch time. Bags MUST NOT be left unattended in the corridors as items may go missing.
- ✓ PE. As the Sports Centre is open to the public during the school day all valuables – 'phones, jewellery, money etc. should be placed in the locker prior to PE or given to the teacher in charge as a last resort. The school cannot accept responsibility for lost or stolen property.
- ✓ Got a problem? Your child's Form Teacher is the person you should contact in the first instance. This may be done by placing a note in the Homework Journal or leaving one in to the school Office. If the problem is of a more personal nature the Nurse or Guidance Counsellor is available. The Newpark website, www.newparkschool.ie is very informative and if your enquiry is of a general nature or about extra curricular activities you will be able to find all you need to know on the website.