

## **PROCEDURE LIST**

- ✓ **PE. As the Sports Centre is open to the public and students 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.**
- ✓ 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 Front Office with a note. 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 Front Office with a note from your parent/guardian, which has been signed by your Form Teacher at registration. Students are not permitted to leave the school early without signing out at the Front 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. If the nurse gives permission for the student to go home or be collected he/she must sign out at the Front Office.
- ✓ All parents/guardians must sign the visitor's book upon arrival at the school for any reason other than parent/teacher meetings or whole school events.
- ✓ 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 unless otherwise instructed by the teacher. Earphones must also be put away. Any student using a 'phone or other electronic device during class without permission will have the item confiscated. Confiscated items are taken to the Front 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 i.e. when a student refuses to hand over the item immediately.
- ✓ Forgotten something? If your child has left their lunch/schoolbag/PE gear etc at home we will take items for them at the Front 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 must not be left unattended in the corridors as items may go missing. Lockers are provided for all students and should be secured with a lock at all times.
- ✓ 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 Front Office. If the problem is of a more personal nature the Nurse or Guidance Counsellor is available. The Newpark website, [www.newparkschool.ie](http://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.