

## PROCEDURE LIST

**Driving to school? To avoid congestion and to keep students safe, parents/guardians are requested not to drive onto the campus unless absolutely necessary. Consider dropping your child at a safe place off campus. If you need to drop your child onto the campus, under no circumstances are you to stop or pull up in front of the red brick building. Drive to the rear of the redbrick, pull in as near to the exit gate as possible and ask your child to alight quickly and safely. If parking, or stopping for longer, please use the sports centre carpark.**

- ✓ **Late to school?** If you arrive after registration has finished you MUST sign in at the Library with a note from a Parent/Guardian, written in the back of your journal.
- ✓ **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.
- ✓ **Visiting the school?** Parents/Guardians are not allowed to be on the school corridors at any time unless they have signed the visitors' book. This is for insurance and security reasons. The visitors' 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.** Phones/earphones must be in the schoolbag and switched off during class times, unless used for educational purposes as directed by teachers. If a phone goes off in class, then the phone will be confiscated. If a student is using a phone without permission in class, for any reason, the phone will be confiscated for the duration of the class (see Mobile Phone Policy).
- ✓ **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.
- ✓ **Absent from school?** 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 his/her Form Teacher giving the dates of absence. A text will be sent to your mobile phone in the event of your child being recorded as absent. Hence, if your child is late for registration, she or he *must not* forget to sign in at the Library.
- ✓ **Where will I leave my bag?** 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 student's 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 a note into the school office. If the problem is of a more personal nature the Nurses or Guidance Counsellors are 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 extracurricular activities, you will be able to find all you need to know on the website.