

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. When dropping your child at a safe place off campus, please be mindful of our neighbours, especially in the Rockville and Rowanbyrn estates. Use Carysfort Avenue, Stillorgan Park Road, Brookville Road, Deansgrange Road; a stretch of the legs and a little fresh air are good for a young person before and after school!

If you need to drop your child onto the campus, **under no circumstances should you 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 your child arrives after registration has finished they MUST sign in at the Library in G20. An absence request should be sent in by a parent/guardian via the VSware app if the late arrival is for a legitimate reason.
- ✓ **Need to leave early?** You MUST sign out at the library (until 1pm) or at the school office (after 1pm). A note should be submitted via the VSware app by a parent/guardian by 8:30 that morning.
- ✓ **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 requested not to visit the school at this time in line with our COVID-19 response plan.
- ✓ **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.** Mobile phones should be switched off and kept in the schoolbag unless its use has been requested by the class teacher for educational purposes.
- ✓ **Absent from school?** If your child is absent there is no need to ring the school. Please submit an absence request via the VSware app explaining their absence. A notification will be sent to the app in the event of your child being recorded as absent at morning registration. If your child misses registration, she or he *must not* forget to sign in at the Library.
- ✓ **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 if available or given to the teacher in charge. 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. The form teacher may be contacted by email firstname.surname@newparkschool.ie. If the problem is of a more personal nature, the Nurses or Guidance Counsellors are available. The Newpark website, www.newparkschool.ie is very informative and if your enquiry is of a general nature you will be able to find all you need to know on the website.