

## 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, 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 with a note from a parent/guardian written in the back of the journal. If students arrive after 9:30am, without a note, the yellow late slip must be signed by a Deputy Principal.
- ✓ **Need to leave early?** Students MUST sign out at the library with a note from a parent/guardian. Please use the blue notes at the back of the School Journal. This note must also be signed by the relevant form teacher or Year Leader during morning registration. *Blue notes must not be removed from the journal.*
- ✓ **Feeling ill?** Students who are feeling unwell during the school day must attend the school nurse. Parents/guardians are asked not to contact the school office to sign their son/daughter out of school due to illness. Parents/guardians are asked not to entertain text messages from their child during the school day. If the student is deemed too unwell to continue the school day the school nurse will contact the parent/guardian.
- ✓ **Visiting the school?** For security reasons, Parents/Guardians are not permitted along the school corridors unless they have signed the visitor's book at the front office and received a visitor's badge.
- ✓ **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 during class and between classes. Students are allowed to use their mobile phones at break and lunchtimes only.
- ✓ **Absent from school?** If your child is absent there is no need to ring the school. Please submit an absence request via the VShare 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* 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 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. The form teacher may be contacted by email [firstname.surname@newparkschool.ie](mailto: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](http://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.