

School Procedures

1. School opens at 9.00am. Dismissal at 2.40pm.
2. **Absences from school:** (under Education Welfare Act 2000)
Absence and lateness **must be explained** by a brief **note written in the school journal an email or a phone-call to the school** and signed by parent/guardian. Absences of 20 days or more must be referred by the school to the Child and Family Agency. Any child wishing to leave school early must have a note signed by parent/guardian. A record of each child's punctuality and early school leaving is kept in the school.
3. A text message will be sent to the parent if a child is absent from school. You must phone the school to explain the absence.
4. **APPOINTMENTS:** You are welcome to meet the class teacher. However, please make an appointment by writing in the school journal or ringing the school and leaving a message with the secretary, a teacher cannot come to the telephone. If there is a serious matter requiring urgent attention please call into the office as classes cannot be disturbed. **N.B. for security reasons please call to the office at all times when entering the school.**
5. **HOMEWORK** should be checked nightly and signed when completed by parents/guardians. If homework is not done there should be a brief note of explanation from the parent in the school journal.
6. **JEWELLERY:** For Health and Safety reasons jewellery, make up, false nails, false eyelashes and hair dye are not permitted. Students are permitted to wear stud earrings and a watch only.
7. Use of **MOBILE PHONES** during school hours is strictly forbidden. If deemed necessary by parents' pupils may have mobile phones in school. However, they must remain off in the school bag during the day.
8. Pupils may not use mobile phones on school premises. No taking of selfies or photos/videos in classroom or on school yard.
9. **Uniform** - All children must wear full school uniform consisting of the crested school jumper, tie, grey shirt, grey trousers (boys), grey skirt (girls), and black shoes. Girls can wear grey socks or grey tights. The school tracksuit can only be worn on PE days.

I WILL DO MY BEST TO ABIDE BY THESE RULES

Child's signature:

Witnessed by:

1. Parent/Guardian Signature:

2. Parent/Guardian Signature: