

24th November 2021



Dear Parent/Carer

With all students settled back into school after the half term I would like to highlight the importance of arriving on time every day to school.

Punctuality

School sessions begin at 8:40am. In order to be in session on time, it is our expectation that all students arrive no later than 8.35am. Students arriving late will have a 20 minute after school detention on the Friday. The lateness will be noted on their conduct card. If your child is late again in the same week this will double to a 40 minute after school detention on the Friday. If your child is late again for a 3rd time in the same week this will triple to a 60 minute after school detention on the Friday.

As a school we have high expectations for every student regarding their punctuality. We are asking for your support with your child's punctuality so they can be the best they can be. In addition to this, the attendance section of the website has been updated and now contains our new Attendance Policy. We ask that you familiarise yourselves with this document to help support your child. Useful links and information regarding attendance can also be found on this section of the website.

To reiterate, these basic expectations are widely understood by students and it is rare we have to enact sanctions. This letter is to act as an aide memoir.

Absences - A Guide for Parents

If your child is not well and is unable to attend school please:

- Phone school every day of absence (01 623 464220)
- Please call between 8am and 8:30am and select option 1

The reason for this is we will log your call immediately and this then becomes an explained absence, therefore we will not need to contact you to gain reason for absence, as we will know your child is safe. This will save the office staff valuable time.

We look forward to working in partnership with you across the academic year.

Yours faithfully

Mr Voice
Director of Student Engagement