



## **Structure of the school day**

Our school day begins at 08.45am each day and ends at 3.40pm (Monday, Tuesday, Thursday, Friday) and at 1pm on Wednesdays. Students are expected to be in school by 08.40am at the latest.

We operate a split break and lunch system. Three year groups take break from 10.05-10.20 and lunch from 12.20-13.00. The remaining three year groups take break from 10.45-11.00 and lunch from 13.00-13.40.

First year students are not permitted to leave the school premises at lunch time.

We seek the support of all parents/guardians with regard to the following issues:

## **Health Issues/Allergies**

We seek to provide a healthy and safe environment for all our school community. In this context, we request that students do not, at any stage, bring nut-based products to school. This request is made because of serious nut allergies amongst some students. Please note that kiwi fruit are also banned from the school due to serious allergy issues.

The health and safety of our students is paramount. We ask that parents of students with any chronic health conditions contact the school office and complete an updated "Health Form" and return it to their Year Head. A new form must be completed every year. Parents/Guardians have a responsibility to inform the school of any changes during the school year.

## **Visiting the School**

All visitors (including parents/guardians) must report to the school office via the main entrance only.

## **Vsware**

Our school management information system is called VSware. We would ask all parents to please download the VSware app. At the start of the school year parents/guardians will be sent details of their username for VSware. Once the app is downloaded parents can select the school and create a password. The school cannot create or reset passwords, this must be done on the landing page of the app, using the last four digits of your mobile number for verification. (Please make sure that you have updated the school with your current mobile phone number.)

We encourage parents/guardians to use the app to submit reasons for absence, and requests for a student to leave the school early. We also issue all term reports via the VSware app. Parents/guardians can also track an individual student's attendance in classes throughout the day by logging into the attendance section of the app.

**A useful guide for parents/guardians on the use of the app is available on:**

<https://support.vsware.ie/parent-app-overview>

## **Contacting Students during the School Day**

If there is an urgent need to contact your son/daughter during the school day, please do so through the main school office at 021-4372300. We would ask parents not to contact your son/daughter via mobile phone during school hours as the use of such devices is prohibited (see below). If your son/daughter needs to contact you, this can be done through Year Heads, Deputy Principals or the main school office.

## **Mobile Phones/Other Items of Technology**

As per our Code of Behaviour, the use of mobile phones and portable electronic devices is prohibited and they must be out of sight and powered off from the time a student enters the school grounds/building in the morning until the student leaves the school grounds/building in the afternoon after school ends. We recommend that such items should not be brought to school. Use of the above items on the school grounds will result in confiscation.

Confiscated items may be collected at the end of the school day by a parent or guardian. Further sanctions will apply in the event of repeated breaches of this rule.

## **Leaving the School During the School Day**

We strongly discourage students from leaving school during the school day for appointments etc., due to the negative impact on learning. Where such appointments are strictly necessary, the parent/guardian should input a partial absence on the VShare app. This should ideally be inputted the night before so that it can be approved by the Year Head in advance. Students are also required to sign out at the main office just prior to leaving the school building.

In circumstances where the app cannot be used, a note should be supplied to the Year Head via the student journal before school, and the student will be required to sign out at the main office on leaving the school. We would very much appreciate your cooperation in keeping such absences to a minimum.

## **Students Arriving Late to School**

Students arriving late to school must sign in at the main office and then go straight to class. Notes of explanation should be inputted on the VShare app or presented to the Year Head at the earliest opportunity.

## **Absence Text**

If your son/daughter is absent from school, you may receive an app notification or a text message to notify you during the day.

If you receive this message and believe that your son/daughter is in school, please contact the school to clarify. Otherwise, you should explain the reason for the absence, through the VShare app. In circumstances where the app cannot be used, your son/daughter should present an explanatory note to the Year Head via the student journal on return to school.

*NB: Absence messages are not sent every day and it is the responsibility of parents to ensure that students are in school. We would also advise parents to monitor your son/daughter's attendance in the attendance section of the VShare app.*

## **Holidays during School Term**

We would very much appreciate your cooperation in not arranging holidays during term-time, as such absences may have a significant negative impact on your son/daughter's educational experience.

## **Code of Behaviour: Points to Note**

Reminder in relation to the following aspects of our school's Code of Behaviour:

**Hair:** Students should have a neat, tidy, and natural looking hairstyle. Extremes of hairstyle and/or colour are not permitted (if uncertain please check in advance with the Principal/Deputy Principal).

**Facial Piercings:** The wearing of facial jewellery, (for example eye-brow, tongue or nose piercings) is not permitted. If such piercings are worn to school, they will be confiscated and sanctions applied. Students considering getting piercings during the summer should ensure that they can be safely removed ahead of the return to school.

### **Respect for Our Neighbours**

Our school Code of Behaviour states that "the good behaviour of our students is expected going to and from school. We demand respectful behaviour towards all our neighbours, especially in Waterpark, St. Philomena's and the Old Railway areas."

We appreciate your cooperation in reminding your son/daughter of the necessity for respectful behaviour at all times.

Student parking is not permitted within school grounds, and students should not park cars in the Highbury Drive area, where they may interfere with the access of our neighbours to their homes, or with the access of emergency services to the area.

### **If in Doubt:**

If you have any queries in relation to school procedures at any time, please contact your son/daughter's Year Head, the Deputy Principals or the main school office on 021-4372300.

Thank you for your support. Together we achieve