

IMPORTANT INFORMATION – PLEASE READ CAREFULLY

- **Appointments:** Please make appointments where possible outside school hours. If your child has a medical or dental appointment, a note must be written in the journal and signed by the class tutor **before** they come to sign out in the office. Please **do not** arrive to the office looking for your child to be called out of class as this causes disruption of other students' learning.
- **Illness:** If students are too ill to come to school, they need to stay at home. Students will not be permitted to contact home to be collected before 1.10pm unless in **extreme** cases. Students must not contact home themselves to be collected, contact must be made through the school office.
- **Punctuality:** It is important that students are in school on time both in the mornings and after lunch. Students who are late disrupt assembly and classes. Students need to attend early enough to go to **lockers** before assembly. Your support in ensuring your son/daughter is not late for school is appreciated.
- **Forms:** A large number of requests are received by the office staff to complete forms for medical cards, references etc. The information required on these forms needs to be verified before completion. Three days will be required in order to process forms received (no exceptions).
- **Passport Forms:** Parents who wish to have passport forms **witnessed** by the Principal must **not** complete and sign this section before coming to the school. An appointment must be made through the office as parents must be present with the Principal to witness signatures.
- **Meetings:** If you would like to meet with subject teachers, class teachers, year heads, Deputy Principal or Principal, please ring the office to make an appointment. It is **not** possible to meet with staff **without** a prior appointment due to timetable schedules and other pre-arranged meetings. For health & safety reasons all visitors to the school including parents/guardians must report to the office.
- **Mobile Phones:** The current procedures regarding mobile phones are as follows: phones can be used before 8.55am and at lunch from 1.10 to 1.45pm. Phones must be switched off and in a students' bag at all other times. The camera function of the phone cannot be used at any time in school. The phone will be confiscated if used outside the specified times. First offence – students can collect at end of school day. Subsequent offences - must be collected by a **parent** from the office (no exceptions). Your support in this matter is much appreciated. **Please ensure your son/daughter understands the consequences.**
- **Parent-Teacher-Student Meetings:** A schedule of parent-teacher-student meetings is included in the important dates for 2018/19. These meetings will be held from 4.15 – 6.45 p.m. Students must accompany parents to these meetings in full uniform with their school journals. **All** parents are expected to attend these meetings and **must arrive before 5.45pm** in order to ensure they have time to meet all the subject teachers.
- **Detention:** Students will be given notice of detention. Your co-operation in ensuring they attend is much appreciated. **Please note that students may be suspended if they do not attend detention.**
- **School Uniform:** Uniforms are available from Buckley (Shandon Street) (021) 4304426. Full uniform including black leather shoes (not white soles or runners) must be worn to school. Jackets/hoodies must not be worn over the uniform in school.

- **School Tracksuits:** These are available in Buckley (Shandon Street) (021) 4304426. Official school tracksuits must be worn for PE and can be worn for the full school day when PE is timetabled. **No other tracksuit is acceptable.** When attending matches or if school tracksuit is being repaired or in the wash, students must attend school in uniform and change into tracksuit when requested.
- **Lunch:** Students do not have permission to go to the local shop or hang around the neighbourhood at lunchtime. A lunch form has been completed indicating if students are remaining in school, going home or going to a relative at lunchtime. The information on this form **must** be adhered to and **cannot** be changed in the middle of the year. If forms are not returned students are automatically set to stay in school for lunch.
- **School Meals:** We have school meals available in the canteen. **Breakfast club** (e.g. cereal, toast, juice) free to students from 8.30 to 8.45am. Lunch at 1.10pm (set menu daily)
- **Parents' Council:** St. Aidan's has an active parents' council who meet approximately six times a year. They provide support and information on all aspects of school life in an effort to make it easier for students to attend school. We would encourage parents to get involved in the parents council.
- **School Insurance:** Student insurance for school events and activities is included in Pupil Development fees. Insurance is through J.F Dunne Insurances. List of benefits is available on request from the school office.
- **School Policies:** Code of Behaviour, Attendance, Homework etc. are available on the school website **www.staidanscork.ie** A hard copy is available on request from the office.