



## Re. Integrity of the School Day

24<sup>th</sup> March 2023

Dear Parent / Guardian,

I wish to take this opportunity to remind parents and guardians of the school's expectations and procedures in respect of students leaving our school during the school day. It was necessary to relax the implementation of these procedures during the recent pandemic to ensure social distancing of unwell students at the main office and to reduce the interactions at the main office. However we are now in a better place so full implementation of the procedures is now expected.

Your son's/daughter's *School Journal* contains a section (Page 18) detailing the procedure for students who need to leave our school and we would be grateful for your continued support for same. ***In brief parents/guardians must collect their child from the main office in order for their child to sign out during the school day due to illness or an urgent medical appointment.*** All routine dental/orthodontic/physiotherapy appointments for students should take place after school. Parents/guardians are asked to re-arrange any existing appointments during the school day, if they are not in a position to collect their child for the appointment and to make all non-urgent medical/dental appointments for outside of school hours. **Appointments signing out** process will be fully enforced from 17<sup>th</sup> April 2023.

There are a number of considerations for this reminder which include the school's ability to exercise its duty of care to all students and the wellbeing and safety of our student population. It is very important that students are present in school as much as possible so that they can benefit from the professional guidance and expertise provided by the students' teachers. School attendance has consistently been shown to make a major positive contribution to student academic success and student wellbeing.

Students are expected to be in school unless there is an urgent medical or family issue. As per the *Student Journal (Page 18)*, parents are asked not to give notes to sign out for anything other than urgent medical appointments.

Advice received underpins our need to ensure that a parent / guardian or a nominated adult, present in person to collect the student when a student has a requirement to leave school. Should a student become ill during the school day, the school office staff will make contact with parents / guardians and request that parents collect their son/ daughter. This duty of care will also apply to students who are over 18 years of age and have assumed their own responsibility for guardianship.

The school is grateful for your support in this matter.

Yours sincerely,

Deirdre Maye Principal