

# FREQUENTLY ASKED QUESTIONS

## WHAT TO DO IF...?



... I AM LATE TO SCHOOL	<u><i>Sign in at reception</i></u>
... I AM ABSENT FROM SCHOOL FOR A DAY/NUMBER OF DAYS?	Parent/Guardians must send absence notes through our school App (Compass). This is the easiest and fastest way to explain your child's absence. A note can be written in the school Dialann if the App is down. Note and/or a medical certificate is shown to Caomhnoir on return to school.
... I HAVE TO LEAVE SCHOOL EARLY FOR AN APPOINTMENT?	Parent/Guardians must enter an absence note in advance through our school App (Compass). Please go to ' <a href="#">Attendance - Notes and enter the time of absence and reason</a> '. Parent/Guardians can also write a note in the <i>Dialann</i> in advance of the appointment if App is down. Note is shown to Yearhead on the morning of the appointment who will sign the note giving permission. Student should show the signed note to the teacher of the class they are in and go to Reception at the agreed time. Parent/Guardian must sign out student at Reception. <i>No student can leave the school building or campus without being signed out by a parent/guardian or designated adult.</i>
... I AM ARRIVING TO SCHOOL LATE AFTER AN APPOINTMENT?	Parent/Guardians must enter a late note in through our school App (Compass). Please go to ' <a href="#">Attendance - Notes and enter the time of absence and reason</a> '. Parent/Guardian can also write a note in the dialann if the App is down. Student shows the note to the teacher of the class upon arrival and to their Caomhnoir in the next class with them.
... I AM FEELING UNWELL AT SCHOOL?	Let your teacher know that you are feeling unwell. The student will be instructed to contact their <i>Yearhead</i> or <i>Deputy Principal</i> . They will contact home to arrange for the student to be collected. Students may not use a mobile device to contact home at any time.
... THERE IS A PROBLEM WITH THE IPAD?	Let your <i>Caomhnoir</i> know and they will link you in with the I.T. co-ordinator.
... I FORGET ITEMS FOR CLASS?	Let your teacher know at the start of class. They will understand if it only happens once. The office can not accept forgotten class materials from parents who arrive up to the school.
... I FORGOT MY DIALANN?	Report to your Year head at 8.30am and they will give you a Carta Dialann.
... I NEED TO GET A FORM SIGNED BY THE SCHOOL FOR MY PARENT? (EG: CHILD BENEFIT FORM)	Drop the form into the office and they will tell you when to collect it.

# FREQUENTLY ASKED QUESTIONS

## WHAT TO DO IF...?



...I NEED TO GET A FORM SIGNED BY THE SCHOOL FOR MY PARENT? (EG: CHILD BENEFIT FORM)	Drop the form into the office and they will tell you when to collect it.
...I NEED TO GET PERSONAL FORMS FILLED IN (EG: CAMHS) OR A REFERENCE?	Speak to your Yearhead who will arrange for this to be done.
...I NEED TO ASK A QUESTION ABOUT THE STATE EXAMS (JUNIOR CYCLE & LEAVING CERT)?	Speak to the Exam Secretary.
...I AM WORRIED ABOUT MY LEARNING AND THINK I NEED HELP?	Speak to your Caomhnoir, Year head and/or the AEN Co-ordinator.
...I AM WORRIED ABOUT MY STANDARD OF ENGLISH?	Speak to your Caomhnoir, Yearhead and/or the English as a Foreign Language Co-ordinator.
...I NEED TO TALK ABOUT COLLEGE COURSE, APPRENTICESHIPS AND/OR MY FUTURE OPTIONS?	Make an appointment with one of the Guidance Counsellors.
...I NEED TO APPLY FOR DARE, HEAR AND/ OR RACE?	Make an appointment with one of the Guidance Counsellors.
...I AM FEELING SAD FOR A PERIOD OF TIME AND/OR I AM FEELING WORRIED?	Speak to your Caomhnoir, Year Head, Guidance Counsellor or an adult you are comfortable with.
...I AM HAVING FRIENDSHIP ISSUES OR CONFLICT WITH OTHER STUDENTS?	Speak privately to your Caomhnoir or Year head. They will be able to advise and support you and others.
...I AM BEING BULLIED?	Ask for help as soon as possible. Speak to your Caomhnoir, Year head, Guidance Counsellor or an adult you are comfortable