



School Procedures

Hello,

I hope you are well and the return to school is going smoothly. Students and staff are settling back into routines and with 440 people sharing the campus daily, it is essential for the efficient running of the school that we follow our procedures.

A reminder of key procedures:

Absence:

Please use the VSWare App to notify the school of absence giving the reason and a copy of the medical cert where appropriate.

If you run into difficulties with the VSWare App, try accessing <https://dscetss.vsware.ie/> via a browser. If on a particular day you can't access your account and the matter is urgent, call the office on 01-9106230, leave a message if necessary.

All parents/guardians should have received a Username and created a password. If you do not have your Username, first check text messages from us and if you still can't find it get in touch with

Aisling on deputyprincipal@sandymountparketss.ie. There can be only one Username per family.

Leaving school early:

If a student needs to leave school early, notification must be submitted via the VSWare App.

This must be done by 8.30am on the morning the student is to leave early. If notification is not received

by 8:30am, the student must be signed out at the school office by an adult. Students must come to the office to sign out when leaving early, staff are not available to go to the classroom to tell a student that they are leaving early.

Illness:

If a student is unwell, they must report to their teacher/school office. The school will contact home to make arrangements for collection as necessary. Students must never leave the school without

permission and should not contact parents directly by phone or email during the school day. Students who are unwell must be collected by a parent/guardian.

Communication

Communication is via the VSWare App. Select Compose New and click in To in order to access the dropdown menu of staff members:

If you want to contact the school office, select Patricia Sheehy.

If you have a general concern, contact your child's tutor. If you have a more serious concern, contact your child's progress leader.

For general information please consult your child, the journal and/or the website. Please check the journal and sign every week.

Can we ask for patience please with regard to queries and response times to communications received. We act on all information and requests but depending on the urgency of the query, you may not receive a response within the same week. If your concern is urgent, call the office on 01-9106230.

Additional Learning Support

Additional learning support takes time to assess, plan and establish. This work is ongoing. The SEN team will be in touch with your child directly and with you over the coming days and weeks in relation to additional supports planned.

Canteen

The canteen is open to students at break and lunch. Cash and card are accepted. The pricelist and menus can be found on the website. Vegetarian options for lunchtime can be ordered at breaktime.

Deborah is open to suggestions and with notice can accommodate requests. Encourage your child to talk to her if there are specific items that would like to see featured or send a message to the school office.

Change of address/contact details:

Can you please login to VSWare and check that we have the correct address and contact details for you.

Reminder:

Coffee mornings are planned for each year group. It is a nice an opportunity to meet and we would be delighted to see you there 8:30-9:30am

- 6th years -September 12th
- 5th years September 14th
- TYs October 10th
- We will be in touch with dates for 2nd and 3rd years.

Well done to all students on a fantastic week, we are delighted to see first years adjusting so well to secondary school.

Have a lovely weekend.

Best regards,
Paula Mulhall
Principal

