



15th April 2024

Dear Parent/Guardian,

I hope this finds you well. A number of reminders for Parents/Guardians regarding school attendance. This is of particular importance in the final term of school year.

1. All students are expected to attend school on time (8.40 a.m.) and attend all classes commencing at 8.50 a.m.
2. Students who arrive late to school must enter via Church Avenue and make themselves present at the school office. Students who fail to do this will be marked absent for the duration of the school day.
3. If a student needs to leave school, Parents/Guardians must follow the procedure and sign their son/daughter out via the VS Ware App or by contacting the school (Written note, email or phone call).
4. Students who leave the school without following this procedure are in breach of the school code of behavior and sanctions will apply.

Yours sincerely

Paul Fogarty

Principal

Martina Butler

Deputy Principal