

FREQUENTLY ASKED QUESTIONS

WHAT TO DO?



IF I AM LATE TO SCHOOL	Scan in at reception Go to my locker and get materials for first 3 periods
IF I WAS ABSENT THE DAY BEFORE	Get my parent/ guardian to put a note in my journal Give the note to my tutor during tutor class
IF I FEEL UNWELL DURING THE DAY	Find a Deputy Principal or the Principal and tell them
IF I HAVE AN ESSENTIAL APPOINTMENT	Show a signed note in my journal to a Deputy Principal or the Principal before 8.40am
IF I CANNOT FIND MY CLASSROOM	Always have my school journal with me Have my timetable securely placed in my journal Stick a copy of my timetable inside the door of my locker Ask my tutor or any member of staff for help
IF I URGENTLY NEED TO USE THE TOILET DURING CLASS	Ask my teacher for permission Bring journal with signed permission to leave grid with me
IF I FIND PARTS OF A SUBJECT DIFFICULT	Ask the subject teacher to help me Ask for help at home
IF I CANNOT SEE THE BOARD	Tell my subject teacher
IF I AM BEING BULLIED OR SEE BULLYING	Tell my tutor or any staff member Fill in an Anti-Bullying Form on the Student Space page
IF THE FIRE ALARM RINGS	Follow my teacher's instructions. Do not panic.
IF I LOSE SOMETHING	Report to school reception
IF I AM WORRIED ABOUT ANYTHING	Tell my tutor or any staff member
IF I CANNOT OPEN MY LOCKER	Tell my tutor or caretaker
IF I FORGET MONEY OR A SNACK FOR BREAK	Tell my tutor, year head, deputy principal or Principal
IF I GET A NOTE IN THE SCÁTHÁN IN MY JOURNAL	Show the note to my parent/ guardian & get it signed Show the note to my tutor

TO REACH OUR FULL POTENTIAL,
WE ARE READY, RESPECTFUL AND RESPONSIBLE.