

Collection Your Child/Student from School in the event of: Illness or medical appointment. Late to School. General.

Illness

- Your child will inform the teacher that they are feeling unwell.
- Teacher will contact our CARE ROOM ATTENDANT.
- The CARE ROOM ATTENDANT will collect your child from their room and bring them to the CARE ROOM.
- You will be contacted by text and with a follow up phone call to discuss collection procedures.
- No child will be allowed leave until the parent/guardian presents themselves to the CARE ROOM ATTENDANT.
- For the collection, please park outside of the school gate and walk into G27 – signage in place and map attached for convenience. Please familiarise yourself with this route. Please do not enter school at reception unless with a prior appointment.

Medical Appointment

- Please complete the PERMISSION TO LEAVE SCHOOL FORM
- (white removable form, place book behind the white and blue sheet to ensure duplicate).
- Please bring the PERMISSION TO LEAVE SCHOOL FORM (white sheet) to the CARE ROOM ATTENDANT and show your teacher whose class you may be leaving early the PERMISSION TO LEAVE SCHOOL FORM (blue duplicate)
- The CARE ROOM ATTENDANT/TEACHER will ensure that you have been marked ABN (absent with a note) and the reason (appointment/illness).
- At the necessary time, your child is to leave their classroom and go directly to the CARE ROOM where the CARE ROOM ATTENDANT will wait with them while they await collection.

We are unable to assist with early collections from school without prior knowledge unless in an emergency situation.

Late to School

- Your child must present to the office of the **Deputy Principal** where a late text will be issued to you. Please ensure that you write and sign a note of explanation in their journal. There is NO SIGNING IN by the parent at this time.

General

Please **DO NOT DRIVE ONTO SCHOOL PREMISES** unless for the purpose of SEN transport.

If you wish to speak with the Principal or Deputy Principal, please ensure that you make an appointment by email to info.roscommon@gretb.ie or phone: 090 6626670

Thank you for your cooperation.