

Tús Feasa Fiafraí

27<sup>th</sup> September 2021

Dear Parents & Guardians,

After an unprecedented couple of years, we are trying to again improve student lates in our school. Starting next Monday 4<sup>th</sup> October all lates to school will be monitored.

School starts at 9.00am each day, students must be in their tutor class at this time.

- If a student is late for roll call on 3 separate days, they will be given a warning on each occasion from their tutor.
- After 3 lates I meet with the student and discuss the issue with them.
- If they reach 5 lates they have a morning detention from 8.30am to 8.55am, this will run every Thursday in room 16 (starting 7<sup>th</sup> October).
- If the late issue still persists a meeting will be arranged with parents/guardians and there may be further appropriate sanctions.
- Daily texts are sent to parents informing them that their child is late, texts will also be sent for 3 & 5 lates and detention information.

Thanks in advance for your help.

**Tracy Talbot**

Attendance Officer

Tús Feasa Fiafra

## Every School Day Count:

- Establish a good routine in the mornings and evenings so your child is prepared for the school day ahead.
- Make sure your child goes to school regularly and follows the school rules.
- Ensure your child arrives at school on time – not late.
- Arrange dental and medical appointments outside school hours when possible.
- Always inform the school if your child is absent due to illness – this should be followed up with a written note when your child returns to school.
- Take truancy seriously – if your child is not attending school as you expect they may be putting themselves at risk – Who are they with? What are they doing?
- Take family holidays outside term time.
- Talk to your child about school and take an interest in their school work (including homework).
- Attend parent evenings and school events.
- Praise and reward your child's achievements at school.
- Always support school staff in their efforts to control difficult or challenging behaviour.
- Discuss any problems or difficulties with the school – staff are there to help and will be supportive.