

Coláiste Achadh an Iúir

Virginia, Co. Cavan
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Principal: Niall M. Lynch
Deputy Principal: Seamus Greene
Deputy Principal: Kaye Duffy



Dear Parent/Guardian,

6th September 2021

We hope the academic year 2021/2022 will be relatively normal in comparison to the last school years. It is great to welcome back all our students and to see them enthusiastic for the year ahead.

In the past we operated a sign out and absent note system that used paper notes, these can be found at the back of the journal. Parents filled these in and students gave them to their tutor to sign and file. Over the coming term we will be switching to using the Vsware app to complete these requests.

If your child has an appointment they need to attend, if they were absent or will be absent on a specific future date you go through the following steps:

- Go into the VS ware app dashboard
- Click on your child profile
- Click on attendance
- Absence requests-submit
- You have the option of single day, multi day, full day and partial day
- Fill in the one you need and date, time, reason then submit

For the coming weeks we will accept paper notes and the app with a view to moving to the app only after midterm. Please click on the link to see an instructional video. <https://support.vsware.ie/en/a-parent-sending-an-absence-request>

We would also like to remind parents that students are not allowed go up to the town after they arrive to school in the morning. The school canteen is operating this year as normal any food required can be purchased there.

Regards,

Tracy Talbot

Attendance Officer