



Scoil Mhuire

Leixlip
Co. Kildare



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Parents/Guardians Contact with School

To Parents/Guardians of all children in Scoil Mhuire:

Dear Parents/Guardians,

Schools in this Parish have always encouraged personal contact between parents and class teachers as a means of enhancing the education of children and of dealing with any difficulties that may arise. The Boards of the three schools wish this openness and accessibility to continue.

The Health and Safety Act 1989 and Circular 40/97 (Assaults on Teachers/School Employees) impose on the The Board of Management the duty of providing a safe place of work for teachers, employees and children. To enable the Board to discharge this duty and to facilitate the smooth running of our schools we ask parents/guardians to note the following:

- If a child is absent for any reason please write a note of explanation to the child's teacher on his/her return to school. (this should **not** be in the homework journal) Save in exceptional circumstances, there is no necessity to phone the school to explain an absence.
- Brief messages to a teacher are best delivered by using the child's homework journal (or by writing a personal letter). In an emergency a phone call may be made to the principal/school secretary.
- If there is a serious issue that needs to be discussed with the child's teacher then we ask parents/guardians to put a note in the child's journal (or write a note to the teacher) stating the nature of the issue involved and asking for an appointment.
- If there is a serious and / or urgent issue that cannot be dealt with by making such an appointment then the principal of the school should be approached in the first instance.

We wish to thank you for your co-operation.

Yours sincerely

David Gantley
Chairperson, Board of Management