



New Attendance Office and Student Entry to the School:

Student Entry/Exit:

- All students must enter and exit the school via Sports Hall entrance at all time. **No Access via main gate.**

New Attendance Office:

- **New Attendance office** is located at the rear of the building beside the Sports Hall. The attendance officer is Gerry Kavanagh, direct contact number for attendance/absence is 01 2552428. Parents can also use the Compass app to notify the attendance officer of any absence for the student.
- Students signing in or out of school or being collected will only be via this route.

Parents/visitors:

- All parents/visitors are required to park in the Sports Hall Car Park at the rear of the school building
- Parents/Visitors who wish to have a meeting with a member of staff should make a prior appointment with the relevant staff member. Access to any staff member should be on an "appointment only" basis. Entry for scheduled meetings through the **pedestrian gate** at 1st entrance on Oak Court Avenue