

# Davitt College

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## IMPORTANT

22<sup>nd</sup> October 2020

### **Reminder: Procedure for students leaving school grounds during school time**

Please note that there is no change to the procedure for the requirement if students to be signed out by a Parent/Guardian/Nominated Adult.

#### **If a student is to leave school for a planned appointment.**

1. The student brings a **note** signed by Parent/Guardian to school to their tutor/year head/Deputy Principal.
2. The **Parent/Guardian/Nominated Adult presents at the School Reception Office** by attending the Reception Window directly inside the main entrance doors on the right hand side
3. The Parent/Guardian/Nominated Adult **signs the register** to indicate the student is leaving the school under their supervision

#### **If a student becomes ill during the school day**

1. The student should inform a member of staff that they are feeling unwell.
2. A Tutor/Year Head/Deputy Principal will telephone the Parent/Guardian or emergency contact to notify them that their son/daughter is sick
3. The Parent/Guardian/Nominated Adult presents at the School Reception Office by attending the Reception Window directly inside the main entrance doors on the right hand side
4. The Parent/Guardian/Nominated Adult signs the register to indicate the student is leaving the school under their supervision

**Note:** Students are asked not to contact their Parents/Guardians directly if they are feeling unwell. This communication will come from a member of staff.

#### **If a The Parent/Guardian/Nominated Adult must collect a student at short notice from school**

1. The Parent/Guardian should ring the school office (0949023060) and give details regarding name of student, reason for student leaving school and who will be collecting the student.
2. A staff member will inform the student
3. The Parent/Guardian/Nominated Adult presents at the School Reception Office by attending the Reception Window directly inside the main entrance doors on the right hand side
4. The Parent/Guardian/Nominated Adult signs the register to indicate the student is leaving the school under their supervision

#### **If a student leaves the school grounds without permission**

1. A member of staff will contact the Parent/Guardian and inform them of the students unauthorised absence
2. The incident will be addressed under the **Code of Behaviour**