



Spa National School

The Spa, Tralee, Co. Kerry.

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Parental Advice Sheet 2023

1) What should I do if my child is ill and unable to attend school?

Parents should formally record the absence on Aladdin and clarify formally the reason for the absence on Aladdin. This will satisfy school recording protocols. There is no need to contact the school directly.

2) What should I do if my child has been diagnosed with an “infectious disease” by a G.P.?

Parents should formally contact and inform the **school principal** so that the incident can be recorded and the relevant class can be notified of the diagnosis and the appropriate medical advice can be forwarded to that class.

3) What should I do if my child is late (after 9am) attending school?

Parents should escort the student to main door of the school and formally sign in the student at the correct time.

Please note that the “rolla” will be taken in each class at 9.50 am every morning.

Please understand that any student coming to school after 12 noon has to be recorded as “absent” for that day.

4) What should I do if my child has an appointment during the day and has to leave the school during the day?

Parents should email the **relevant class teacher and school secretary** explaining in advance the necessary details of the appointment (time of departure, return etc). Parents can then call to the main door of the school, collect the student from there and sign them out from the school grounds formally.

5) What should I do if I am taking my child out of school for a number of days on holiday?

Parents should email **school principal, secretary and & relevant class teacher** explaining in advance the details of the absence. Parents also need to formally record each day of absence on Aladdin and clarify formally the reason for each day of absence on Aladdin. This will satisfy school recording protocols.

6) What should I do if I would like to book an appointment to speak with a member of staff?

Parents should email the **secretary and relevant class teacher** requesting the appointment. The secretary or relevant staff member will make contact with a suitable time for the appointment.

Please understand that 'return calls' and "quick phone chats" are strongly discouraged as they take from valuable teaching time during the school day and are unfair to whole class timetables.

7) What happens if my child is ill at school during the day?

If a student is genuinely complaining of an illness during the day and the teacher feels that they cannot genuinely concentrate or participate fully in the lessons, the school secretary will notify you and establish if you would like to take the student home.

8) What happens if my child has an accident at school or is injured during the day?

If a student has an accident during the day, they will be well minded and cared for. Details of the accident will be recorded and injury seen to by staff.

In the case of a minor injury, parents will be informed later in the day.

In the case of a more serious injury, (any bang to the head), parents will be contacted straight away and asked if they would like to come to the school to collect the child or see them for yourself.

In the case of a very serious injury, it may be decided to bring the pupil directly to the nearest G.P. or to contact the ambulance service. In this case, parents will be contacted straight away too.

9) What should I do if I have a referral form for my child to be completed by the school?

Parents should contact the **school principal**, explaining the details of the request. Once consent has been agreed, the principal will ensure that the relevant staff member(s) complete the referral/questionnaire asap and forward an electronic copy to the external professional and cc one to you the parent as well. .
