

Procedure for signing out of the school during the day.

The management of Nenagh College are acutely aware that there may be occasions when students need to leave school during the school day.

In order that we can honour our obligations to the students, under Health & Safety and ensure that the reasons for the student leaving the school are legitimate, the following procedure is in place.

1. If you know in advance that your son / daughter will need to leave the school during the day you should put a note in their student journal outlining the reason(s). The student must show the note to their year head who will sign it. The student shows the note to their class teacher when they are leaving. The student must sign the "signing out book" when leaving the school.
2. In the case of unforeseen circumstances the parents should contact the **school** directly @067 31525 to inform us that your son / daughter has permission to leave. The student must sign the "signing out book" when leaving the school and have a note for their year head on the next day of school.
3. Students in years 1,2 and 3 must be collected by their parent(s) or a nominated person, identified in the student journal note. Students in years 1,2 and 3 will not be permitted to leave the school until they are accompanied by parent(s) or nominated person(s).

In the absence of 1,2 and 3 above, we can only assume truancy on behalf of the student

4. **Parents must avoid contacting the students directly on their mobile phones and giving them permission to leave school as this places the school in a very vulnerable position of being unaware of the reasons why your son / daughter has left school. From September 2018 students who are not compliant with the terms of 1,2 and 3 above will not be given permission to leave during the school day.**