**CLONTARF BEACH STATE HIGH SCHOOL**

Office Procedure to collect or contact your student.

Unfortunately our school does not have a speaker system or phones in classrooms to allow us to readily contact students when parents require early pickups. If you make contact either by **a note with the student in the morning or a phone call prior to 11.00am** we will do our best to get a message to your student. This will allow the office staff, time to contact your student for early pickup. Additionally if you come to the office during the lunch breaks we will not be able to get your student until their next lesson. Given our school is a large school, if you come to the office without first contacting the school we cannot guarantee that we will be able to get your student in a timely manner.

**Appointments**

* As our Administration and Teaching staff can be very busy with appointments and teaching, an appointment should be made if you wish to have an interview with any school staff.

**Sick Students**

* If a student falls sick during school time, the students are NOT to use their or anyone else’s mobile phones or the school’s email system to contact their parents.
* The student is to let their teacher know who will give them a note to bring to student services. A phone call will be made for the student to be picked up and the office can monitor the sick student.

**Leaving Early**

* If an external appointment is required for a student, where possible it would be best if it could be made out of school hours.
* We understand that this is not always possible, so if an appointment has been made during school hours and a student needs to leave early you can give the student a note which the students brings to the office in the morning to get a pass to show the class teacher of the lesson the student is to leave.
* There are times when appointments are made after a student gets to school and if this happens please ring the school office as early as possible which allows the office to get a message and pass to the student to allow them to leave the class early.

We thank you for your assistance in helping our school to run smoothly.

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