



22<sup>nd</sup> January 2024

Dear Parents/Guardians,

I am delighted that your son(s)/daughter(s) are settling in well at school for 2024. Over the past number of days concerns have arisen over access by students to the school. I wish to take this opportunity to remind you of the following:

### Access to the School

- Students enter the school from Church Avenue (Main Entrance) and Main Street (Back Entrance) before 8.50am. **Classes begin at 8.50 and students should be in their classrooms at this time.**
- In the evening students can leave through either locations.
- Students who are late (late is any time after 8.50am) for school must access the school through Church Avenue(Main Entrance) only. This is required to mark the student present.
- ***The Main Street(Back Entrance) gate will be closed at 8.50 am daily for the duration of the school day, with the exception of pedestrian access for senior students at lunchtime.***
- All Parents/Guardians and visitors to the school must access the school from Church Avenue(Main Entrance) and report to the main office. Students arriving or leaving school during the school day must access the school from Church Avenue(Main Entrance) only.

Thank you for taking time to revisit above and I wish our students and their families a safe, healthy, and successful year ahead.

Yours sincerely,

Paul Fogarty

Principal

Martina Butler

Deputy Principal



## Submit Attendance on the VS ware App

### Information for Parents/Guardians

1. Open the VSware app and tap on your son/daughter profile
2. Tap on attendance.
3. Select 'Submit Absence'
4. Select 'Single Date or Multi Date'
5. Select 'Full Day or Partial Day'
6. Enter the detail of the Absence request and submit
7. When approved you will receive a notification

