



Collection Arrangements

October 2022

Dear Parent(s)/ Guardian(s),

Only in **exceptional circumstances** should students attend appointments during the school day. Signing out for students will now be facilitated **during break and lunch times only;**

- **Break time 11.00-11.15am**
- **Lunch time 1.15-2pm**

We strongly advise Parents/ Guardians to try schedule appointments after school hours. Specifically, Friday is an opportune day for such appointments due to the earlier finish time of 1.15pm. This enables us to promote a positive culture of teaching and learning in Coláiste Abbáin.

We are no longer in a position to call students out of class on the intercom due to constant disruption to teaching and learning. All students are expected to remain until the end of the school day 4pm Monday - Thursday and 1.15pm on Friday.

There is no issue with students signing in after an appointment in exceptional circumstances as this is not as disruptive to teaching and learning. A reminder to students that if you are ringing home sick, you must inform your year head first.

Our school is under a huge transition at the moment with increased enrolment. Thank you for your ongoing support in enabling our school to prosper and grow.

Kindest Regards,

Avril Buttle

Deputy Principal