



Holy Family Community School

Pobalscoil an Teaghlaigh Naofa

Principal: Ingrid Fallon

Deputy Principals: Denise O' Keeffe, Liam Ferguson, Derek Maher

Kilteel Road, Rathcoole, Co. Dublin.

Tel: 01 4580766 / 01 4580031

Email: info@hfcs.ie / www.hfcs.ie

Parents' Correspondence with the School

Absences

On the student's return to school:

1. Parents/Guardians may e-mail the school at attendance@hfcs.ie, stating the student's full name, class grouping and reason for absence, including all Covid related absences.
Or
2. Parents/Guardians can write a note in the Dialann, stating the student's full name, class group and reason for absence.

For a Covid-19 related absence to be recorded as such in our returns to Tusla, you are required to specify if this is the reason for the absence.

Lateness

If a student is late but arrives before the end of the first class, they must present a note to their class teacher explaining their lateness. The class teacher will then change the roll to indicate lateness instead of absence. However, if a student is late beyond the first class, they must give the note into reception for the change on the roll call to be made.

Leaving School Early

If a student needs to leave school early, they must present a note at reception that has been signed by a Year head. If a student is feeling unwell during the school day, they must follow school procedures. They are not permitted to use their phones to contact parents/guardians when at school.

School's Correspondence with Parents/Guardians

Text Messages

Parents/Guardians of students who have been absent for the roll call at 8.45 am and 1.40 pm will be notified by SMS text message on the same day. Parents/Guardians who are aware of this absence can ignore the text message, otherwise they should ring the school for verification.

Reporting to Tusla

The school is legally obliged to inform Tusla of all students who have been absent for more than 20 days in the school year. Covid-19 related absences must also be included. All notes, emails and phone calls from parents/guardians giving reasons for a student's absence, are used in school returns to Tusla. A letter will be sent to parents/guardians of students that fall under this category.

Yours sincerely,

Sheila Daly

Attendance Coordinator