

## SANDYMOUNT SCHOOL COMMUNICATION GUIDE



### CHECK

Daily emails, personal care journals



### WEBSITE

[www.sandymountschool.ie](http://www.sandymountschool.ie)



**Instagram** @Sandymount School  
**X (twitter)** @SandymountS4



Please use Aladdin to submit pupil absences and/or late arrival to school



### GENERAL CONCERN

Contact your child's teacher to request a phone call or meeting



### SERIOUS CONCERN

Contact the school principal



### PROTOCOLS

Emails should be:

- Concise
- Respectful
- Sent during work hours
- Please do not send late night or weekend emails if possible



### CONSIDERATIONS

Teacher time is dedicated to preparing and teaching lessons, assessment and reporting. Please be cognisant of this and do not expect an immediate response to emails.



### SCHOOL TRANSPORT PROTOCOLS

- Send a text as soon as possible to inform the escort if your child will be absent to allow the bus route adjust their journey
- Please be mindful of time when sending texts (ie late at night)

