



*St. Marnock's N.S.,
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Parent and teacher communication via email / Dojo:

St. Marnock's NS recognise the value and importance of effective communication between teachers and parents. We would like to inform parents about the following protocols in relation to communication with teachers via Dojo/email:

- As a matter of importance, we request that parents contact class teachers following their child's absence from school. This may be done via **DOJO** if your child is in Junior Infants and Senior Infants **OR** by **EMAIL** if your child is in 1st – 6th class/Speech and Language class. A reminder to parents to complete the **STUDENT ABSENCE FORM** below via our website www.stmarnocksns.ie when your child is absent. Alternatively you may click on the link below which brings you to the form on our website.

SCHOOL ABSENCE FORM: Please click on the following link and ensure that the reason for your child's absence is clearly stated: [Student Absence form](#)

- If parents need to contact the class teacher via email or Dojo we advise that this should be done **from 8.30am – 3.30pm Monday - Friday only**. Teachers will communicate with parents in a timely manner where possible but they will be unable to do so during their teaching time.
- As always, if parents need any urgent messages to be communicated to their child's class teacher during the school day, they may phone the school office (e.g. unexpected collection of child early from school).
- Any important matter in relation to your child is better addressed by phoning the school office to arrange a phone conversation with your child's class teacher.
- Please keep all email communication with teachers brief and relating to school matters only.

Ratified by the Board of Management on 11.05.23:

Ciarán McCormack

Chairperson of the Board of Management

Date: 11th May 2023