

CONTACTING THE HEADMASTER

Time to meet the (Prior appointments) or else

Monday – Wednesday – Friday 8.00 a.m. to 9.00 a.m. and 1.30 p.m. to 3.30 p.m. For Security reasons vehicles are not allowed to come beyond the entrance gate – Special cases must obtain prior approval from the Headmaster.

CONTACTING TEACHERS

We hope that parents will feel free to contact their children's teacher if they have matters they wish to discuss. Frank and constructive discussions are important if we are to work together for the good of your children.

Teachers cannot take private telephone calls during class time. Normally the Secretary's Office Staff will take a message.

Tel: 057- 2280000 Fax: 057 – 2280000 Email:

PLEASE NOTE THAT

- * No child will be allowed to leave school before 2.20 p.m. unless prior permission is obtained from the Headmaster.
- Students will not be released from the school on account of rumours or threats until school is over. Please refrain from coming to school in such an event without contacting us.