

# Quick Guide to Communications with Wicklow ETNS

## Please phone the school on 040462786 to:

- Get an <u>urgent message</u> to your child or a member of school staff.
- **Notify** us that you need to collect your child unexpectedly during the school day. Please do not arrive to collect a child without contacting us first.

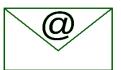
Please leave a message on voicemail if your call is not picked up: our phone lines can be busy but messages are checked.

For all other contact, please use Aladdin or email.

# Aladdin -

#### Please use Aladdin to:

- Add a reason for your child's **absence** from school. Please do not send an email re absences. Aladdin is how attendance/absences/late arrivals are recorded and tracked.
- Make payments
- Give **consent** for different events etc...
- View your child's **school reports** for each year.
- View your child's standardised test results.
- Make PTM meeting appointments in November.



### Please use email by contacting info@wicklowetns.com to:

- Request a call or meeting with your child's teacher/s. Please put the teacher's name in the subject and provide a brief outline of why you wish to meet
- To provide a **brief update** or to **share a document or report** from an external agency
- To let your child's teacher know about a homework query
- To let your child's teacher and the office know about an ad-hoc collection
- Ask a question about a school communication, event or other information request
- To respond briefly to an email sent from a member of staff
- Request a call or meeting from Sinéad or another member of the school management team

#### To reduce the volume of emails to info@:

- Please do not use info@ to update the school on attendance or absences
- For 3<sup>rd</sup> 6<sup>th</sup> classes, we do not need to know about alternative collection arrangements, so long as your child knows on arrival