



Quick Guide to Communications with Wicklow ETNS

Please phone the school on **040462786** to:

- Get an **urgent message** 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.



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 3rd – 6th classes, we do not need to know about alternative collection arrangements, so long as your child knows on arrival