

WHAT DO I DO IF ??

I AM NOT SURE WHERE TO GO FOR THE FIRST FEW DAYS?

Don't worry. We will not let you get lost!

On the first day you will be shown exactly what to do and you will be with your base class and class tutor until you settle in. You will be given a copy of your time-table and a map and shown exactly where to go. Any teacher or student will help you at any time. You will soon get used to it!

I AM LATE?

Bring your journal to the School Office. The office staff there will help you and stamp the Journal. You then show this to your class teacher. A note should be written in the Journal by your parents/guardians explaining why you are late.

I CANNOT FIND MY CLASS?

Call to the Deputy Principal's Office or the School Office. They will help you. Keep your timetable and the school map with you at all times. It will get easier!

I FEEL UNWELL DURING THE DAY?

Report to your class teacher who will give you permission to go to the school office. There, you will be looked after. We will contact home if you need to go home. "The Pharmacy" is a comfortable area where you can rest.

I MISS THE BUS HOME?

Report to any teacher or the school office.

I LOSE SOMETHING IMPORTANT?

Tell your Tutor, Year Head or the Deputy Principal. Your name should be on all your belongings

I RETURN TO SCHOOL AFTER AN ABSENCE?

Bring a note from your parents or guardians, in your school journal explaining your absence. This should be shown to your class teachers.

I MUST LEAVE SCHOOL FOR A DENTAL, DOCTOR, OR HOSPITAL APPOINTMENT?

Again, bring a note from your parents or guardians in your journal which you show to your Year Head during Registration She will then give you a signed *Leave of Absence* slip. You show this to your class teacher when you want to go. The *Leave of Absence* slip states the time you leave and return to school.

I FEEL THAT I, OR SOMEONE I KNOW IS BEING BULLIED?

Talk to your Tutor, Year Head, Guidance Counsellor or a *Cairde* member (special 4th year student). Girls on the *Coiste* (Student Council) will always help you as well.

You could drop a note into the Report Box outside the Deputy Principal's office. All reports are taken seriously and investigated.

I AM WORRIED ABOUT SOMETHING, OR I AM WORRIED ABOUT A FRIEND?

Same answer really as above. All of these people are there to listen and offer advice!

I DON'T HAVE THE PROPER UNIFORM E.G I LOSE MY TIE?

Bring a note from home and sign the Uniform Register outside the staffroom.

I FEEL I'M NOT GETTING ON WELL AT CERTAIN SUBJECTS?

Talk to your subject teacher, or your Guidance Counsellor.

I AM WORRIED THAT MY BAG IS VERY HEAVY?

You will have your own locker which you can lock. Books you don't need immediately can be left there, so no need to carry all your books at once! All it takes is a bit of organisation in the morning and at break times.

AND ALWAYS REMEMBER.....

Your School Principal, Deputy Principal, School Chaplain, Counsellors, Year Head, Class Tutor or Subject teacher - indeed all the staff is there to help you if you have a difficulty! Never be afraid to ask! St. Louis is a friendly place and we all help each other out.

"Ar scáth a chéile a mhaireann na daoine"