

Who do I need to talk to?

I'd like to organise a birthday party for my child. How do I get the contact details of the parent?

Your class rep

My child is struggling with his reading and I want to know how best to support him?

Your class teacher

My child is sick and will not be in tomorrow?

Email your class teacher and follow up with a written note

I need a letter stating that my child is a student in this school?

Email the school secretary (info@shellybanksetns.ie)

I have a complaint about the way in which an issue was dealt with on yard or in class..

You class teacher (See School Complaint's Procedure on website)

I have a private family matter that I do not feel comfortable talking to the class teacher about..

Email or call the office to arrange an appointment with the principal

I would like to give feedback on a school policy..

Contact the class teacher and ask for clarity or ask you parent rep for further information

I would like to bring something to the attention of the Board of Management..

Arrange a meeting with the principal..

I would like to get involved in school life..

Contact your class rep

I would like to make a suggestion about a fundraising idea..

Contact your class rep or a member of the PTA

I would like to get updates about the new building, who should I contact?

The school is communicating building updates in the weekly bulletin as soon as they are available to the school.

My child is having difficulties with his homework/learning who should I contact?

Your class teacher

I am concerned about my child's behaviour or mental health, who should I contact?

Your class teacher

I have come across an idea that could benefit the school (grants, competition, educational experience,..) who should I contact?

Your class teacher or principal

I need to contact my class teacher. What is the best way to do this?

There are a few options:

Face to face in the morning or at home time

Email your class teacher

Write a note in your child's home work diary.

I have an emergency and there is a change in my child's pickup arrangements during the day - who should I contact?

Contact the school by phone (087 9667892) or by email (info@shellyanksetns.ie) . Class teachers do not have access to emails during the day.

What is the best way to contact/arrange a meeting with the principal?

You can often see the principal in the morning or at home time. However, If you would like to discuss a matter in private or detail please arrange a meeting through the school secretary (info@shellybanksetns.ie).

I'd like to give a talk or share a cultural event with the school/ Child's class who should I contact and arrange it with?

Your class teacher

I would like to learn more about after school activities/ classes who should I contact?

Your class rep or your class teacher

I would like to recommend an after school activity/ Class? Who should I contact?

Your class rep or your class teacher

If I would like to understand more about the Irish education system. Who should I contact or where can I find this information?

For information about the Irish curriculum and standardised tests, visit www.ncca.ie

For information about Educate Together, visit www.educatetogether.ie