

IMPORTANT POLICY DOCUMENT



Re: Locking up of School Buildings

To: All Key Holders

The following procedure is now been put in place and all key holders must adhere to same:

- 1) All school buildings will be locked by the Caretaker by 5pm on Monday to Thursday, and by 4pm on Friday with the exception of the study entrance (one door) and office area. On the Friday approaching a holiday period, i.e. mid term breaks, Easter, etc. study does not take place and so study entrance is to be locked by Caretaker.
- 2) Karen to lock office area when she finishes each day.
- 3) Study Teacher to lock study entrance at 5.40pm on Mondays, Tuesdays & Fridays and at 6.20pm on Tuesdays and Thursdays.
- 4) When cleaners and those using school premises in the evening attend at the school they should open and lock buildings as they require, ensuring all buildings are locked when they leave, regardless of who is attending the premises after them.
- 5) Should you attend at the school and buildings are open it would be appreciated if you could contact Karen in the office the following morning on 061 393105 reporting the building open and the time you discovered same.

Thanking you,

Catriona Morgan O' Brien, Principal