



JAHRE 1952-2012
ST. KILIAN'S
DEUTSCHE SCHULE DUBLIN

St. Kilian's German School
Roebuck Road,
Clonskeagh,
Dublin 14.
Tel: +353-1-288 3323
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E-mail: admin@kilians.com
www.kilians.com

3rd October 2012

Dear Parents,

The Primary School teachers wish to welcome you and your children to St. Kilians and the start of the new academic year. I would like to take this opportunity to give you some information that may be of help over the coming year.

Discipline: Discipline is generally very good in St. Kilians and we encounter few problems. Please adhere to the school rules and code of conduct when in the school building and grounds – otherwise it makes it very difficult for the teachers to enforce such rules.

Bullying is not accepted by any of the teachers and is treated very seriously. Please contact your child's teachers if you have any concerns. We know from experience, that the earlier we know of a problem the more easily it is dealt with for all concerned.

Grievance Procedure: If either your child or you yourself have a problem or question related to school then the following is the agreed contact procedure:
Subject related questions - Contact subject teacher and then the class teacher
if you still have concerns.

Class related - Contact the class teacher.

If having spoken to the subject and/or class teacher and you are still not satisfied then the Head of the Primary School, Mrs. Finnegan, would be happy to help you.

Consultation Times: A list of Primary Teachers' consultation times has been enclosed with this letter.

Attendance Policy: Copies of the most recent Attendance Policy are available in the office. A synopsis is:

St. Kilian's promotes regular attendance at school for all stages of education.



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This includes the kindergarten school, Primary school, and both Cycles of the Secondary school.

Upon enrolment, parents, on behalf of their children, accept the obligation stated in the Education Welfare Act (2000) to ensure regular and full attendance in class and at mandatory school events like class trips, sports days and other organised undertakings.

All classes are mandatory, with the exception of Religious Education. All absences must be excused by written note, or must be applied to, and approved by, the school management so that a pupil's whereabouts is known at all times.

Primary school

The class teacher, or a designated subject teacher, will take the roll call daily before 9.10 a.m. Absentee students are entered into the Class Books.

The Primary School Coordinator will evaluate attendance records weekly with regard to necessary action.

Procedure in case of absence

Parents and Guardians are expected to furnish the school with a written note stating date / time and reason of the child's absence in accordance with NEWB guidelines.

The form will offer parents / guardians three reasons for the child's absence which parents / guardians are requested to tick:

- I. Illness
- II. Urgent family reasons
- III. Other

There are notes available for signing in the back of your child's Schulerheft - these are perforated for ease of use.

Copies of standardized forms are also available from the office.

Yours sincerely,

Sarah Finnegan
Head of Primary and Kindergarten School

CONSULTATION TIMES

Teacher	Day	Time
Ms. Annette Black	Tuesday	10:55 a.m. - 11:35 a.m.
Mrs. Lucy Bowen	Monday	2:15 p.m. - 2:50 p.m.
Frau Mirja Browne	Monday	2:15 p.m. - 2:50 p.m.
Ms. Fiona Crouch	Tuesday	9:10 a.m. - 9:50 a.m.
Frau Barbara Davitt	By Appointment	
Ms. Lisa Dobey	Tuesday	8:30 a.m. - 9:10 a.m.
Mrs. Emily Does	Thursday	1:00 p.m. - 1:35 p.m.
Ms. Sarah Finnegan	By Appointment	
Frau Miriam Lechleiter	Wednesday	8:30 a.m. - 9:10 a.m.
Frau Nadine Lins	Monday	12:15 p.m. - 12:55 p.m.
Ms. Esther Luttig	Wednesday	12:15 p.m. - 12:55 p.m.
Mrs. Catherine McCarthy	Friday	9:10 am.m - 9:50 a.m.
Ms. Jean Roth	Tuesday	1:00 p.m. - 1:35 p.m.
Ms. Megan Shelley	Thursday	11:35 a.m. - 12:15 p.m.
Ms. Aisling Sherriff	By Appointment	
Frau Kerstin Smolenski	Monday	1:00 p.m. - 1:35 p.m.
Herr Ulrich Theurer	Tuesday	9:10 a.m. - 9:50 a.m.
Frau Anne Thielemans	Friday	8:30 a.m. - 09:10 a.m.