



Coláiste na Rinne

**Polasaí maidir le
Scoláirí a Shíniú
Amach/Isteach**

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Rialú Leaganacha

Leagan	Dáta	Cúis an Athraithe
Leagan 1	27 Bealtaine 2023	Polasaí Nua

1 Réamhrá

Níl cead ag scoláirí na réimsí sainithe ina bhfeidhmíonn an cúrsa a fhágáil, le daoine eile, gan toiliú i scríbhinn óna dTuismitheoir/Caomhnóir agus cead speisialta ó Bhainisteoir Feidhme.

Más rud é go bhfuil difríocht idir a bhfuil scríofa i Gaeilge agus i mBéarla sa pholasáí seo, glactar leis an leagan Gaeilge mar an leagan cruinn agus an leagan Béarla mar aistriúchán.

2 Iarratas

Teastaíonn eolas maidir leis na dáta(i) agus an t-am(na hamanna) beachta a thógfar an scoláire/na scoláirí amach agus a sheolfar ar ais chuig an Choláiste agus an duine/na daoine ainmnithe atá len iad a thabhairt amach.

3 Cead Scríofa

Ciallaíonn sé seo ríomhphost chuig eolas@anrinn.com nó litir scríofa tugtha ag tuismitheoir/caomhnóir ag an oifig. Ní ghlacfar le glaonna gutháin, teachtaireachtaí téacs nó aon chineál cumarsáide eile mar chomhfhreagras inghlactha. Ní mór eolas a bheith faighte faoi 1pm ar an Aoine ar nó roimh do scoláire imeacht.

1 Introduction

Students may not leave the defined areas in which the course operates, with others, without written consent from their Parent / Guardian and special pre-approved permission from a Bainisteoir Feidhme.

Should there be any discrepancy between the Irish version and the English version of this policy, it is accepted that the Irish version is the correct version, and the English one is provided as a translation.

2 Request

A statement of the exact date(s) and time(s) that the student(s) will be taken out and returned to the Coláiste and the named designated person(s) due to take the student out is required.

3 Written Consent

This means an email to eolas@anrinn.com or a written letter presented at the office by a parent/guardian. Phone calls, text messages or any other form of communication will not be accepted as acceptable correspondence. Information must be received by 1pm on the Friday on or before students are due to leave.

4 Scoláirí a Shíniú Amach

Ní mór don duine fásta ainmnithe a bhailíonn na scoláirí iad a shíniú amach. Coimeádtar an leabhar sínithe Isteach/Amach in Oifig an Choláiste. Bíonn cuntas ar an am, dáta, agus ainm/síniú an duine fhásta bailithe sa leabhar seo.

5 Scoláirí a Shíniú Isteach

Nuair a fhilleann siad ar an gColáiste ní mór na scoláirí a shíniú ar ais isteach ar an leathanach céanna ar síníodh amach as an gColáiste iad. Tá am, dáta agus ainm/síniú an duine fásta atá ag tabhairt an scoláire ar ais taifeadta sa leabhar seo.

6 Nós Imeachta

Má tá aon cheist maidir leis an toiliú scríofa, téigh i gcomhairle leis an mBainisteoir Feidhme atá ar dualgas. Seachas máthair, athair, nó caomhnóir, teastaíonn toiliú sonrath scríofa ón tuismitheoir/caomhnóir ó aon bhall eile den teaghlach, ar nós deartháireacha, deirfiúracha, aintíní, uncailí agus seantuismitheoirí.

Mar sin féin, i gcúinsí íogaire e.g. Bás / timpiste thromchúiseach / tinneas tobann tromchúiseach sa teaghlach, is féidir scoláire a scaoileadh saor ar an gcoinníoll go bhfuil an neasghaol tar éis toiliú a fháil, a dheimhniú leis na tuismitheoirí, a bheith an-tuisceanach agus soiléiriú go bhfuil

4 Signing Students Out

Students **must** be signed out by the named designated adult collecting them. The signing In / Out book is kept in Oifig an Choláiste. An account of the time, date, and name/signature of the collecting adult is recorded in this book.

5 Signing Students In

On their return to the Coláiste students must be signed back in on the same page that they had been signed out of the Coláiste. Time, date and name/signature of the adult returning the child(ren) is recorded in this book.

6 Procedure

If there are any questions concerning the written consent consult with the Bainisteoir Feidhme on duty. Outside of mother, father or guardian any other family members such as brothers, sisters, aunts, uncles and grand-parents also need specific written consent from the parent / guardian.

However, in sensitive circumstances e.g. Death / serious accident / sudden serious illness in the family, a pupil may be released provided consent has been given by an immediate family member, confirm with the parents, be very understanding and

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an dalta le scaoileadh saor faoi
chúram an duine seo.

7 Athbhreithniú ar an bPolasaí

Beidh athbhriathniú déanta ar an
bpolasaí seo gach tríú bliain ag Coiste
Bainistíochta an Choláiste, nó comh
luath agus is féidir i ndiaidh rialúcháin
nó dlí nua a bhíonn tionchar aige ar
an bpolasaí seo.

8 Faomhadh an Pholasaí

Bhí an cáipéis seo faofa ag Coiste
Bainistíochta an Choláiste ar an 27
Bealtaine 2023.

Síniú:

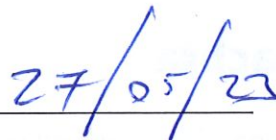


Aonghus Ó hEocha

Cathaoirleach

Coláiste na Rinne

Dáta:



Síniú:

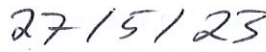


Críostóir Ó Faoláin

Stiúrthóir

Coláiste na Rinne

Dáta:



clarify that the student is to be
released under this person's care.

7 Policy Review

This policy will be reviewed every
third year by Coiste Bainistíochta an
Choláiste, or as soon as practicable
following a new law or regulation
which impacts on this policy.

8 Policy Approval

This document was approved by
Coiste Bainistíochta an Choláiste on
27 Bealtaine 2023.