



# GLANMIRE COMMUNITY COLLEGE

COLÁISTE POBAIL GHLEANN MAGHAIR

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## Completion of Passport Forms

The school office receives numerous requests from parents and/or students with regard to the completion, witnessing and signing of passport forms. When parents are looking for passport forms to be completed the regulations insist that both the parent(s) and student(s) must be physically present at the office before the form can be authenticated and signed. The school is contacted regularly by the passport office ensuring that correct procedures have been followed.

Please note in order to streamline the process with regard to completion of passport forms the following procedures are in place:

- Passport forms will only be completed between **9.30am and 12.30pm on Thursday mornings**
- Parents/students are asked to contact the office in advance to make arrangements
- Both the parent(s) and student(s) must be physically present at the office
- Please have the appropriate sections of the form completed

## School Car Park

We would like to thank parents for their cooperation with our new entry/exit system to the school car park since its introduction last November which has greatly helped to ensure added safety for our students and all in our school community when accessing the school grounds.

A reminder that:

- From 8.30am to 9.10am Monday to Friday the school car park will be entry only. The exit lane from the car park will be closed at these times.
- From 3.30pm to 4.10pm Monday to Thursday and 12.30pm to 1.10 pm on Friday the school car park will be exit only. The entry lane to the school car park will be closed at these times.

We would be grateful if parents could regularly remind students to:

1. use the pedestrian footpaths and not walk along or between cars when entering/leaving the school
2. use the pedestrian gates only and do not enter or leave the school via the main gate