



GLANMIRE COMMUNITY COLLEGE

COLÁISTE POBAIL GHLEANN MAGHAIR

GLANMIRE, CO. CORK, T45 W965

Tel. 021 4822377 Fax. 021 4822690 Email: glanmirecc@corketb.ie

Roll no. 76064 F

GCC School Office

A reminder to parents that our *GCC* school office opening hours are **9:00am to 2:45pm, Monday to Thursday and 9.00am to 12.30pm on Friday**. This is to allow our clerical staff sufficient time to complete essential administrative duties and to help reduce the volume of queries at the office hatch during peak times.

We encourage parents to email the school where possible rather than phone. Email communication allows us to manage queries more efficiently and ensures that your concerns are directed to the appropriate staff member.

With over 1,140 students in our care, it may take a number of days before we are able to respond to queries. We appreciate your patience and understanding as we work to support all students and families as effectively as possible. We thank all our *GCC* parents for your continued cooperation and support.



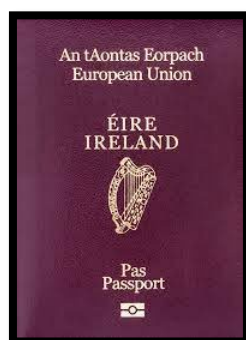
Completion of Passport Forms

The school office receives numerous requests from parents and/or students with regard to the completion, witnessing and signing of passport and other 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 an appointment.
- Both the parent(s) and student(s) must be physically present at the office
- Please have the appropriate sections of the form completed



The school office also receives numerous requests with regard to the completion of other documentation such as Children's Allowance forms and references. We kindly ask that adequate notice is provided to the school as our office staff may require a number of days to process the request. Same day requests for documents will not be completed.

School Car Park

We would like to thank parents for their cooperation with our entry/exit system to the school car park which helps 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 is entry only.
- From 3.30pm to 4.10pm Monday to Thursday and 12.30pm to 1.10 pm on Friday the school car park is exit only.

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 not enter or leave the school via the main gate

Parents are kindly asked to please ensure your vehicle is parked correctly when dropping or collecting students to school. Please refrain from parking on footpaths, in the bus set down zone or immediately left or right of the school gates.



Principal
Ronan McCarthy

Deputy Principal
Caroline Byrne

Deputy Principal
Patrick O'Mahony

Deputy Principal
Seamus Kennefick

