



# Beaufort College

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## Information Note

26/08/2023

Dear Parent/Guardian

As we begin the new school year, I write to you with important policy updates following a meeting of the Board of Management. Please take note of the following:

- New Code of Behaviour 23-24. The board has adopted a new school code of behaviour which can be accessed by clicking on the link. All students are expected to adhere by the code and parent/guardians are required to sign the code of behaviour acceptance form in the school journal on page 32. [Code of Behaviour 23-24](#)
- Update to Mobile Devices Policy 23-24. The Board of Management has adopted the 23-24 Mobile Devices Policy. Where a student's device is confiscated for usage without permission, the device will **only be returned the following Friday to the student.** There is no longer a requirement for parents/guardians to collect the device from the school office. It is very important you discuss this change in policy with your student as a confiscated device will be held in school until the next Friday.

### [Mobile Devices Policy](#)

- I remind you of the sign out procedures adopted by the Board of Management:
  - **ANY student presenting to a staff member feeling unwell, requesting to contact home and sign out, the following will occur:**  
***The school office will contact the parent/guardian to report the student is presenting as sick/unwell. The parent/guardian or an adult nominated on their behalf MUST come to the school to collect the student. No student will be permitted to leave the school grounds feeling unwell, unaccompanied and without an adult.***
  - **Where a student presents with a signed parental/guardian note in their journal to attend an appointment off site during the school day, the following will occur:**

Ken Flynn  
Principal  
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Karen Tobin  
Deputy Principal  
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[amccarrick.bft@lmetb.ie](mailto:amccarrick.bft@lmetb.ie)

Students must present the note in their journal to a Deputy Principal, who will issue a sign out slip to the student to submit at the office before leaving.

- ***Junior students (1<sup>st</sup>, 2<sup>nd</sup> & 3<sup>rd</sup> years) MUST be collected at reception by a parent/guardian or nominated adult on their behalf. No Junior student will be permitted to leave the school grounds for an appointment unaccompanied and without an adult.***
- ***Senior students (TY, 5<sup>th</sup> & 6<sup>th</sup> years). The school office will contact the parent/guardian to confirm the appointment and receive verbal consent for the student to sign out. Senior students may leave to attend appointments without an adult.***

Furthermore, the long-term roadworks on the Trim Road (until March/April 2024) will significantly challenge the normal traffic dispersal at the end of the school day. I strongly advise you to encourage your student to cycle/walk to school to reduce car journeys. Where it is necessary for you to collect your student by car from school, please arrange an alternative meeting point with your student beyond the Trim Road.

Yours sincerely



Mr. Ken Flynn

Principal

Ken Flynn  
Principal  
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Karen Tobin  
Deputy Principal  
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