

Communication with School Personnel

At LCC and CnT, we encourage you to contact the College regarding any matter that concerns your child. In order to streamline communication and to ensure all communication is received and responded to accordingly, please direct all communication through our school office who will then forward your query to the relevant staff member.

The school office email address is info.luttrellstowncc@ddletb.ie

Please ensure you put **For the Attention of or FAO (insert staff member's name/role if known)** in the Subject line. Examples of roles if you do not know a staff member's name are: Tutor, SAEN Co-ordinator, Caomhnóir (Yearhead), Deputy Principal, Guidance Counsellor, School Admin. If you wish to write to the office instead please see our school website for further contact details.

Please regularly check the school website and our school app for new information ensuring that notifications are turned on.

You may also like to follow us on Twitter to keep up to date on events and activities happening here at LCC (@LuttCC) & CnT (@Tulchann).

For further information on school communication please refer to page 7 of the College's *Parent/Guardian handbook*.

