

Communication Policy

St.Molua's NS, Ardagh.

14075K



Introductory statement

This policy was developed by the staff of St.Molua's NS, Ardagh in consultation with the Board of Management and the parents of our pupils. Its purpose is to provide information and guidelines to parents and teachers on parent/teacher meetings and parent/teacher communication in our school. Effective communication between teachers, principal and parents is imperative and is in the best interests of the children's education, care and wellbeing while in school. St.Molua's National School recognises the importance of parental involvement in school life, and actively promotes such involvement through a strong relationship with the Parents Association and the general parent body.

There are a number of structures in place to facilitate good communication links between parents and teachers:

- Written communications (letters, text messages, termly newsletters, parish newsletter, local newspaper)
- Parent/teacher meetings one-to-one in November each year.
- Parents receive a school report of each pupil at the end of each school year; this reports includes results of standardised tests for children in 1st-6th class.
- Meetings with parents whose children have special educational needs.
- Consultation throughout the year.

- Parents are invited to discuss and contribute to the drafting and review of school policies. Decisions taken to change current policies and procedures or to introduce new ones will be made known to all parents in written format via the school newsletter. The principal meets with parents at PA meetings to discuss and review new policies.
- Termly newsletters keep parents up-to-date with school events, holidays and school concerns. The newsletter includes information on school events and activities.
- Homework folders (Junior and Senior Infants)
- Homework journals 1st – 6th class, used to relay messages between parents and teachers. Parents requested to sign diary each night to confirm that homework has been completed.
- Reading Logs.
- Parents are invited to family masses and school concerts.
- Parents are occasionally invited into the school to speak to children about their professions, assist with station activities, accompany classes on school trips etc.
- Google Classroom- Children in the senior classes use the Google Classroom app where parents can access homework and ongoing activities in the classroom.

It is important that the school is informed if family events/situations occur that cause anxiety to your child and therefore may adversely affect his/her education.

In all matters pertaining to the wellbeing and education of pupils, only the parents/ legal guardians named on the enrolment form will be consulted by the teachers.

Absences:

In the event that child is missing from school a written note on their return is sufficient to explain the absence. This note will be kept in accordance with our Data Protection Policy.

Parent/teacher meetings

Formal Parent-Teacher meetings are held outside of school hours in November. A letter is issued to each child, giving the dates and time blocks of the meetings.

Parents may also be allocated an additional time to meet with their child's support teacher (if applicable).

If custody of a child is shared, requests can be made by both parents to meet their child's teacher(s) individually for parent/teacher meetings.

The aims of Parent/Teacher meetings are:

- To let parents know how their children are progressing in school
- To inform teachers on how children are coping outside school
- To establish an ongoing relationship and communication with parents
- To help teachers/parents get to know the children better as individuals
- To help children realise that home and school are working together

A teacher or a parent may request a parent-teacher meeting at any time for reason of teaching, learning or behaviour management issues. Every effort will be made to arrange a meeting at the earliest possible opportunity.

Informal Parent/Teacher Meetings

Communication between parents and teachers is to be encouraged.

Parents are welcome to speak to the Principal or teacher(s) at an agreed appointment time.

Meetings with the class teacher at the class door to discuss a child's concern/ progress is discouraged on a number of grounds

- A teacher cannot adequately supervise his/her class while at the same time speaking to a parent.
- It is difficult to be discrete when so many children are close by.
- It can be embarrassing for a child when his/her parent is talking to the teacher at a classroom door.

However, it is understood that occasions will occur where a parent needs to speak to a teacher urgently. Sometimes these meetings need to take place without prior

notice. The Principal will try to facilitate such meetings making every effort to ensure that the children in the class do not lose out on any of the teaching/learning time.

If parents wish to drop in lunch boxes, sports gear etc, this can be done through the secretary's office as it is important to keep class interruptions to a minimum.

In-School Communication

The following tools of communication are in place internally in St.Molua's NS.

- Staff meetings
- Email
- Oral notices to teachers
- Announcements / discussion in Staff Room at break times
- Staff Room notice board
- School-related events
- Assembly
- Regular classroom visits by the Principal
- School email system – to be checked once daily minimum by secretary.

Complaints Procedure

There is an agreed procedure for dealing with complaints. Parents should refer to the Grievance Policy for further information.

This Policy was developed by the school following consultation with Staff, Parent Association and the School Board.

It was Ratified by the B.O.M on _____. It will take effect immediately from time of ratification. The Policy will be reviewed regularly.

Signed: _____

Date:

_____ Chairperson St.Molua's NS.