

Policy on Communication

Introductory statement

This policy was first formulated by the staff of St. Brigid's National School in consultation with Board of Management and parents. It was most recently reviewed by staff at a meeting June 2018 using the hours as outlined in the Croke Park Agreement. This policy seeks to provide information and guidelines on Parent / Teacher communication and procedures in St. Brigid's National School.

Rationale

The staff and Board of Management of St. Brigid's School believe that good communication between the home and school is essential for the efficient running of the school.

Relationship to characteristic spirit of the school

St. Brigid's National School seeks to enable each child to develop his / her potential in a caring environment where the talents of each child are valued. This can best be achieved where there is a high level of co-operation and openness between staff, pupils and parents.

Aims

- To create a climate of openness and transparency.
- To encourage and promote communication between home and school.
- To involve all partners in communication.
- To communicate the happenings in school life and make available relevant circulars from the Dept. of Education and Skills.
- To minimise disruption of teaching time and ensure the smooth running of the school.
- To strengthen links between home and school

Board of Management

The Board of Management of the school is formed in accordance with the Department of Education and Skills guidelines. The Board consists of: The Patron, Parents, Teachers and members of the wider community. The Board manages the school on the Patron's behalf, for the benefit of students and parents. The Board determines the information to be conveyed to parents, teachers and the school community and the manner and terms in which it is conveyed.

Content

The Principal and Staff recognize that regular communication between parents and teachers is essential. We want to establish and maintain a good working relationship with all parents of children in our school. Communication is achieved in a number of ways:

- **All visitors to the school** are requested to go to the secretary's office first and **not** to the classroom.
- **Parents / Guardians** must sign a form when children are late for school or leave before end of school day. Forms are left with the school secretary

- **Informal parent / teacher meetings.** Parents wishing to discuss any issue should make an appointment with the class teacher by contacting the school secretary between 9.30 a.m. and 3.00 p.m. Any such requests will be facilitated at the earliest possible opportunity. Teachers are unable to leave their classes during the day to speak with parents or take phone calls.
- **Any issue of concern** should be raised with the class teacher in the first instance. Where it is not possible to resolve the issue, a meeting with the teacher and principal may be arranged. The use of email communication by either parents or teachers regarding concerns is not permitted.
- **Contact/Registration forms** must be filled for each child to enable teachers to contact parents if necessary.
- **School newsletter** is published a minimum of three times during the school year to keep parents informed. Between these times communication sheets are published to inform parents as necessary.
- **Parent/Teacher meetings** will take place once a year – November / early December. It is important that at least one parent from each family attend these meetings.
- **A homework journal** is used from first class – sixth class. The journal is an important method of communication between parents and teachers and should be signed by a parent each night.
- **The school calendar** sent out to all families, including families of new enrolments, in June for the upcoming school year, informs parents of school closures and holidays during the year.
- **Text- a- Parent** is frequently used to inform and remind parents of upcoming events.
- **An open evening for parents of newly enrolled pupils** takes place in June.
- **Induction day for new pupils-** letters informing parents of this event are sent by post.
- **A Parents' Association** is in place. Membership is open to all parents/ carers of pupils enrolled in the school. It promotes the interests of the pupils in co-operation with the Board of Management, principal and staff and serves to enhance the school.
- **A written school report** on each child is sent home 2 weeks before the end of the school year. This affords parents the opportunity to discuss any concerns they may have with the class teacher. As well as recording individual progress, the results of the standardised tests (Sten scores) are included. Parents are also informed of their child's class grouping and teacher for the following school year.
- **Parents** are encouraged to participate in policy making and school events / activities throughout the year.
- **Information** regarding curriculum etc. may be sent to parents by the class teacher from time to time informing them and explaining work being done in the class and methodologies employed.

Roles and responsibilities

The staff, together with the parents and Board of Management, are responsible for the implementation of the policy and ensuring good communication between home and school.

Ratification and Review

This policy was ratified by the Board of Management on_____.

It replaces the existing policy and is implemented forthwith.

Signed: _____

Chairperson, Board of Management

Date: _____

Review: June 2019 (or as necessary)

Communication.

This policy is available on the school's website. It is also available on request from the Principal / Secretary.