

## Policy on Communication

### Introductory statement

This policy was developed by the staff of St. Brigid's National School in consultation with Board of Management and parents.

### Rationale

The staff and Board of Management of St. Brigid's School believe that good communication between the home and school is essential for students' welfare and the efficient running of the school. Parents are recognised as the primary educators of their children. Teachers are recognised as professionals in education and work in partnership with parents

### 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 and nurtured.

### Aims

- To develop close links between home and school and promote a culture of partnership.
- To involve all partners in communication.
- To establish procedures for sharing of information in relation to pupils to enrich their educational experiences

### 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

Communication is achieved in a number of ways:

- **Parent/Teacher meetings** will take place once a year – November / early December.

*Due to the pandemic these meetings are conducted by phone / zoom calls until further notice.*

- **Informal parent / teacher meetings.** Parents wishing to discuss any issue should make an appointment with the class teacher by contacting the class teacher / secretary by email. 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.
- **Parent/Teacher communication** is also facilitated through email and through the app *Seesaw*

- **Attendance:** Information is sent to parents regarding their child's attendance every quarter. Parents are required to email the school to explain their child's absence. *Return to Education Declaration forms must be signed by a parent when their child is absent and after each holiday period during the current pandemic.* These are available on the school website and can be returned by email.
- **The school calendar** is sent out to all families, including families of new enrolments, in June for the upcoming school. This keeps parents informed of school closures and holidays during the year
- **A School newsletter** is published four times during the school year to keep parents informed of events and happenings in the school. Between these times communication sheets are published to inform parents as necessary.
- **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.
- **Text- a- Parent and emails** are frequently used to inform and remind parents of upcoming events.
- **The SET teachers contact parents** of children receiving additional support to advise them of this and to discuss support plans and progress.
- **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.
- **An Annual admissions Notice** is published on the school website in September detailing application and decision dates for admission to the school for the following school year
- **Admission forms** are available on the school website or on request from the secretary / principal
- **Enrolment Package for new students** comprising information about the school and forms that require parents' signatures are distributed to parents.
- **Induction day for new pupils-** letters informing parents of this event are sent by post.
- **An open evening for parents of newly enrolled junior infant pupils** takes place in May/June.
- **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.
- **Parents** are encouraged to participate in policy making and school events / activities throughout the year.
- **Information** regarding curriculum etc. may be communicated to parents by the class teacher from time to time informing them and explaining work being done in the class and methodologies employed.

*Due to the pandemic, access to the school is limited and meetings and open days etc cannot take place until it is safe to do so.*

- If a parent has any issue of concern it 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 in this situation is not advised. Face to Face meetings, in ordinary circumstances, are considered to be the most appropriate way to discuss the concerns.*

## **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:** September/October 2021(or as necessary)