



**Communication Policy  
St. Patrick's N.S.  
Bruree**

**Introductory statement**

This policy was reviewed by the staff of St. Patrick's NS, Bruree in consultation with the Board of Management and the Parent Association in November 2023. 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. Patrick'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, regular newsletters, local newspaper)
  - Aladdin Connect. From September 2021, the school uses the Aladdin Connect App to communicate with parents. This will be the primary method of communication with parents going forward.
  - Parent/teacher meetings one-to-one in November each year.
  - Parents receive a school report on each pupil at the end of each school year; this report includes results of standardised tests for children in 1<sup>st</sup>-6<sup>th</sup> 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 and the school website. The principal meets with parents at PA meetings to discuss and review new policies.

- Regular newsletters and principal information letters keep parents up-to-date with school events, holidays and school concerns. The newsletter includes information on school events and activities. Newsletters will be sent to parents through the Aladdin app and are posted on the school website.
- Our school website acts as a great means to keep new and prospective parents up-to-date on all school related activities. The website contains a parent information tab with up to date information on booklists, our school calendar, our Parents Association, attendance and School Self Evaluation. The website also has a Policies tab where our school policies can be accessed.
- The school also has a Twitter account which allows the school to upload images and short messages detailing daily events in the school. This is a great way to provide quick and up to date information about events as they happen in the school.
- Homework folders (Junior and Senior Infants)
- Homework journals 1<sup>st</sup> – 6<sup>th</sup> class, used to relay messages between parents and teachers. Parents requested to sign a diary each night to confirm that homework has been completed. Homework is also placed on the Aladdin app by all class teachers.
- Reading Logs.
- Parents are invited to family masses, graduation ceremonies 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.
- IT- Class teachers may use platforms such as Class Dojo, Seesaw and Google Classroom to post pupils' work and daily homework. A combination of these platforms may be used in the event of a long term school closure and when the school is engaged in distance learning.
- Communication Diaries may be used with a very small number of pupils so that information about a child's school day can be shared with parents. The purpose of the diary will be agreed in advance between the class teacher and parent. Entries to the diary will be concise and will give a brief overview of the child's day.

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:**

From September 2021, parents should use the Aladdin Connect App to inform the school of any absences. The app can also be used to notify the school of late arrivals or early leaving from school. New parents will be given detailed instructions on downloading the app at the start of each school year.

**Parent/teacher meetings**

Formal Parent-Teacher meetings are held outside of school hours in November. Since the 2022/2023 school year, these parent teacher meetings have been organised using the Aladdin app. 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:

- o To let parents know how their children are progressing in school
- o To inform teachers on how children are coping outside school
- o To establish an ongoing relationship and communication with parents
- o To help teachers/parents get to know the children better as individuals
- o 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 reasons 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 discreet 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 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. Patrick's N.S.

- Staff meetings
- Aladdin Connect Noticeboard
- Email
- Oral notices to teachers
- Announcements / discussion in Staff Room at break times
- Staff Room notice board
- School-related events
- Wellbeing Assembly
- Google Workspace- Teachers have access to shared folders for school policies, plans and for monthly reports.
- Regular classroom visits by the Principal
- School email system – to be checked daily by the school principal

### **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 the time of ratification. The Policy will be reviewed regularly.

Chairperson: \_\_\_\_\_

Principal: \_\_\_\_\_

Date: \_\_\_\_\_

Date: \_\_\_\_\_