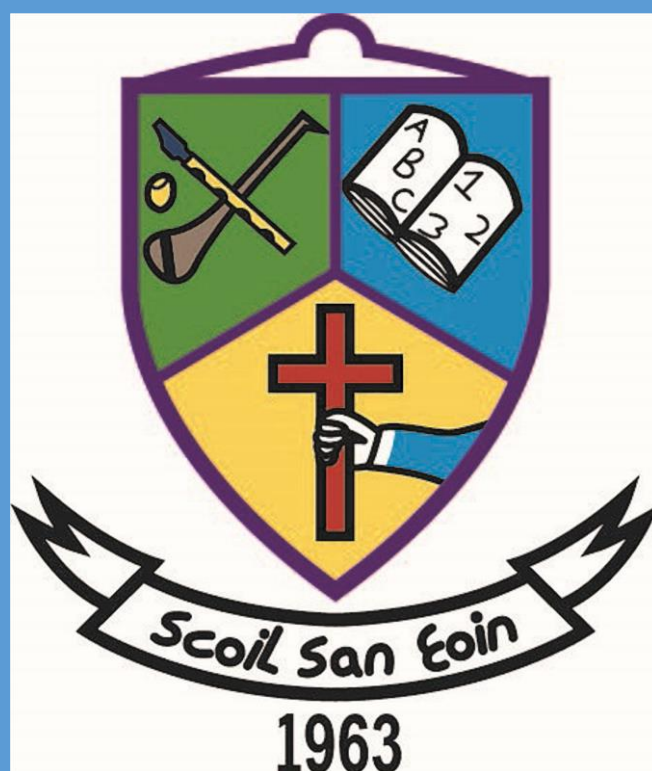


# SCOIL SAN EOIN COMMUNICATION POLICY



## INTRODUCTION

Scoil San Eoin, Redcross, is a co-educational Catholic primary school which strives to provide a well-ordered, caring, happy and secure atmosphere where the intellectual, spiritual, moral and cultural needs of the pupils are identified and nurtured.

Parents are recognized as the primary educators of their children. Teachers are recognized as professionals in education and work in partnership with parents. We strive for open, positive and meaningful communication in everything we do. We support each other's involvement in the exchange of ideas and in maintaining an environment where people feel their views are valued and respected and where they feel they have been heard. The Scoil San Eoin *good communication* basics are: ***We are always respectful, polite and honest. We strive always to be clear, accurate, timely, relevant, targeted, open, reciprocal and interactive.***

## RATIONALE

At Scoil San Eoin, regular orderly parent-teacher communication is welcomed throughout the duration of the pupil's education at the school and home-school links are actively encouraged.

Members of the B.O.M., teaching staff, support staff, administrative and maintenance staff, strive to create an open and welcoming atmosphere, where good communications are fostered and developed.

## AIMS

- To build a school community which is supportive of pupils, staff and all members of the school community who serve the school.
- To establish procedures for the sharing of information in relation to pupil progress, needs and attainment.
- To enrich and optimize the educational opportunities provided for our pupils by accessing the skills and talents of all of the school community.
- To promote a culture of partnership in the education of our children.

## IN-SCHOOL COMMUNICATION

The following tools of communication are in place in Scoil San Eoin, Redcross:

- Staff meetings
- Oral notices to teachers by the Principal
- Announcements/discussion in Staff Room at break times
- Staff Room notice board
- E-mailing
- Phone calls/Text messages
- School-related events
- Regular classroom visits by the Principal
- Messaging through Aladdin system

## HOME SCHOOL COMMUNICATION

The following measures endeavour to ensure co-operation between school and home:

- School website/Twitter
- Informal parent-teacher contact
- Formal parent-teacher contact
- Specially convened parent-teacher meetings
- Pre-enrolment/enrolment of new entrants to the school
- Written Progress Reports
- Notice Board – Outside
- Text Message to Parents/Guardians **via Aladdin**
- Information meetings/ **Zooms**
- Homework journals
- **Emails** to parents on specific issues
- School report
- Communication Booklets for Specific Children
- Weekly Assessment results
- Reading Record Booklet
- Phone calls/emails
- Religious ceremonies
- Christmas Plays
- Sports day
- **Halloween Cycle and other Fundraisers**
- School Open Days
- Board of Management Meetings
- Parents' Reps meetings

## MEETING WITH TEACHERS

### ARRANGING TO MEET THE CLASS TEACHER

If a parent needs to meet his/her child's class teacher he/she is most welcome to do so.

***Parents can arrange an appointment through the school secretary (Monday, Wednesday or every second Friday) or by writing to the teacher, via email [lgreeneredcross@gmail.com](mailto:lgreeneredcross@gmail.com) & [anuzumredcross@gmail.com](mailto:anuzumredcross@gmail.com)/[sfitzgeraldredcross@gmail.com](mailto:sfitzgeraldredcross@gmail.com)***

Parents should, in the first instance, arrange to meet their child's class teacher at a time convenient to the class teacher to discuss concerns regarding their child. Teachers are happy to speak to parents and to help solve problems relating to pupils and their progress in school. **This may be achieved through a phonecall or zoom for health and safety reasons, due to Covid 19**

The teachers e-mail account is only to be used to arrange meetings and to communicate an urgent matter that needs addressing. If a teacher receives an e-mail after 5pm on a school day, the teacher is not obliged to answer the e-mail until the following school morning. **Emails are not regularly checked after this time.**

If a parent has further concerns he/she should arrange to speak to the principal who will endeavour to assist in resolving any school-related problems a pupil may have.

Should a parent still feel that the problem or complaint has not been resolved satisfactorily he/she may decide to take the matter further.

An agreed complaints procedure involving all the representatives in the education process (teacher unions, managerial bodies and DES) was devised in 1993 and the steps necessary to resolve school-related complaints are clearly laid out.

This policy may be accessed on the INTO website, **[www.into.ie](http://www.into.ie)**

***Parents are reminded that Scoil San Eoin, Redcross, is always prepared to listen and it is the policy of the school to resolve difficulties at an early stage in the interests of pupils.***

**Informal parent-teacher contact** occurs in the school as parents bring and collect children. **This has been curtailed for health and safety reasons due to Covid 19.** Parents are unable to enter onto the premises for drop off or collection but may need to have a quick informal chat with their child's teacher on a rare occasion. We ask that where possible parents email/contact the school office instead of speaking to parents at these times, as it poses a supervision issue as the classes are entering/exiting the building.

**Regretfully, teachers are unable to enter into consultation with parents during preparation and formal teaching time between 9.00am and 3.30pm.** If a parent wishes to pass on information to the child's class teacher during these times he/she should email the teacher. Alternatively, a message may be passed on through the school secretary if she is in the office. **Teachers check emails during break times and before/after school where possible and will reply to all emails during these times.**

In the event of an emergency occurring during school holidays/outside of school hours, contact with the principal/school authorities may be made via email or alternatively a message may be left on the school answering machine service.

## **FORMAL PARENT TEACHER CONSULTATIONS**

Formal parent/teacher consultations are held annually in accordance with DES guidelines. Parents are given at least one week's notice of these consultations, **where possible.** Should the appointed time prove inconvenient, an alternate appointment will be arranged at a mutually convenient time.

Scoil San Eoin strongly encourages all parents to participate in these individual consultations. They provide a valuable opportunity for parents to learn about their child and to get advice about their child's learning needs.

Follow-up meetings can be arranged if the need arises. **Due to Covid 19, formal meetings may be conducted via phone or zoom rather than inviting parents into the school building.**

## **MEETING WITH SPECIAL EDUCATION TEACHERS**

Parents of pupils who are in receipt of extra **SEN support** are required to meet with the Special Education teacher in order to discuss the learning needs of their child.

Parents are expected to participate as partners in the formulation of ***Individual Educational Profiles*** if their child is in receipt of support for special education needs.

## OTHER METHODS OF COMMUNICATION

**Annual Progress Reports** detailing pupil progress during the academic year are issued in June. Teachers spend quite some time in collating these reports. Parents are advised to keep these reports in a safe place for reference as they may be required if the child changes school. They are also useful in building a profile of a pupil's learning strengths and weaknesses.

**Registration of new entrants/ transfers:** Parents/Guardians of all new entrants/transfers are required to complete an enrolment form and to attend a meeting with their child. **Due to Covid 19, this meeting may take place via phone/zoom. Open Days may also have to be postponed due to Covid 19 restrictions.**

**Information meetings** are organized as the need arises to advise parents of educational and curricular matters of relevance to their child's education and welfare. **These may be conducted via zoom.**

**School Website/Twitter:** The school website and Twitter account are updated regularly with both important information and samples of the activities and work the pupils are completing during the school day.

**See Saw:** Since Lockdown all parents, pupils and teacher have become familiar with, and utilised See Saw as a means of communication. It was used as the main means of teaching and learning during the period of remote learning and is now used as a means of communication between teachers and parents. It allows teachers to post videos/photographs of activities and work completed by the pupils, and also to inform parents of important information or upcoming events. Teachers can also use it to post activities/information which can assist in the completion of homework. We ask parents to log onto See Saw regularly to keep in touch with what is happening in their child's class, but not to utilise it as the main means of communication with the class teacher.

**Information leaflets/forms** from the HSE, DES or other bodies directly connected with education and welfare of pupils in the school will **be posted onto the school website or emailed to parents** from time to time. Occasionally the CPSMA will authorize the distribution of information to parents and pupils.

**Policies:** Scoil San Eoin Policies are available to view in the school office or on the website

**A designated communications notice board** with school and community information is situated in the front hall of the school and important notices will be put on the outside noticeboard which will be located near the gate.

**Text Message to Parents through Aladdin:** This facility is used to remind parents of events/changes to schedules, upcoming events etc. as necessary.

**Absences** must be notified in writing for all classes through email to the [schoolofficeredcross@gmail.com](mailto:schoolofficeredcross@gmail.com) in accordance with N.E.W.B. requirements. A separate attendance policy is available in the school.

## **PARENTS REPS**

Scoil San Eoin Parents' Reps represent the parents or the wider community of the school.

The Parent Reps aim to promote the interests of all pupils at Scoil San Eoin in partnership with the B. O. M., the principal, the teaching staff, support staff, administrative and ancillary staff.

The Parent Reps and Principal meet on a regular basis throughout the school year. **Where meetings are not recommended due to Covid 19, regular communication will be conducted through email.** The function of these meetings/emails is to discuss and organize fund-raising activities and to discuss general matters of concern to the parent body in the school. The principal has regular contact with the association/committee.

Individual parents are encouraged to assist at the various events organized for parents and pupils throughout the school year.

## **BOARD OF MANAGEMENT**

Scoil San Eoin, Redcross has a properly constituted Board of Management comprising representatives of the trustees, community representatives, teacher representatives and two elected parent representatives. The BOM meets on a regular basis.

## **REVIEW**

This policy has been devised in consultation with the staff of Scoil San Eoin, the Parents Reps and the Board of Management. It will be reviewed regularly in accordance with the DES requirements and the changing needs of the school community.

## **RATIFICATION OF POLICY**

This policy was adopted by the Board of Management on \_\_\_\_\_

Signed: \_\_\_\_\_ (Principal)                      Date: \_\_\_\_\_

Signed: \_\_\_\_\_ (Chairperson)                      Date: \_\_\_\_\_