

## St Oliver Plunkett's NS

### Communication Policy

St Oliver Plunkett's National School 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 recognised as the primary educators of their children. Teachers are recognised as professionals in education and work in partnership with parents.

At St Oliver Plunkett's National School, 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 of Communication Policy

- 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 optimise 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

#### **Types of parent-teacher/ home-school communication at St Oliver Plunkett's National School:**

- 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
- Newsletters
- School website
- Text Message/ Aladdin Connect Notices to Parents/Guardians
- Information meetings
- Board of Management
- Parents' Association
- Aladdin Notice Board
- **E-mail: Teachers/parents will only communicate between 9am and 4 pm.**

#### 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, by writing to the teacher via email.***

***Parent/teacher meetings: Due to Covid restrictions face to face meetings cannot take place at the moment but teachers will chat to parents by phone. Please note calls may not be recorded by either party.***

Parents should, in the first instance, arrange to meet their child's 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.

If a parent has further concerns s/he 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 s/he may decide to take the matter further. *Parents are reminded that St Oliver Plunkett's National School 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.*

***Regrettably, teachers are unable to enter into consultation with parents during formal teaching time, between 9.20am and 3pm. If a parent wishes to pass on information to the child's class teacher during these times he/she should send an e-mail to the class teacher. Each class teacher has a school e-mail address that is communicated to parents at the start of each academic year.***

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.

**Formal Parent-Teacher Consultations** are held annually in accordance with DES guidelines. Parents are given at least two weeks' notice of these consultations. Should the appointed time prove inconvenient an alternate appointment will be arranged at a mutually convenient time. Due to Covid 19 these will be held virtually/phone.

St Oliver Plunkett's National School 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.

**Meetings with Special Education Teachers:** Parents of pupils who are in receipt of extra learning support are invited 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 ***Student Support Plans*** if their child is in receipt of support.

**Annual Progress Reports** detailing pupil progress during the academic year are issued in June via Aladdin Connect.

**Registration of new entrants:** Parents of all new entrants are required to complete a pre-enrolment form prior to official enrolment and to attend an induction with their child in the June prior to their admission to school.

**Information meetings** are organised as the need arises to advise parents of educational and curricular matters of relevance to their child's education and welfare.

**Newsletters** are issued regularly and are distributed via e-mail and are available on our school website [www.balrotheryns.com](http://www.balrotheryns.com)

Ratified by the BOM on the 14<sup>th</sup> of December 2020

To be reviewed in December 2023

Sheila Macken ( Chairperson)

Mairéad Murphy ( Principal)