



COMMUNICATION POLICY

Lackamore NS

This policy was developed by Board of Management of Lackamore National School in 2018, in consultation with the school staff and the parents/guardians of our pupils. Its purpose is to provide information and guidelines to parents/guardians and teachers on parent/teacher meetings and parent/teacher communication in our school. It was reviewed in 2024.

Parent/Guardian - Communication Policy

1. Introduction

Effective communication between teachers, Principal and parents/guardians is imperative and is in the best interests of the children's education, care and wellbeing while in school. The school seeks to enable each child to develop his/her potential in a caring environment where the talents of each child are valued. This work can best be done where there is a high level of openness and co-operation between staff, parents/guardians and pupils.

Communication between school and home should be open, positive and courteous. The school acknowledges that parents/guardians are the primary educators of their children and the school endeavours to create an open and welcoming atmosphere for parents/guardians as well as children.

2. General Communication

There are a number of structures in place to facilitate good communication links between parents/guardians and teachers. These are as follows:-

- Meeting for parents/guardians of new Junior Infants – mid June.
- Parent/teacher meetings one-to-one in November each year
- Parents/guardians receive a school report for each pupil at the end of each school year; this report includes results of standardised tests for children in 1st- 6th class.
- Meetings with parents/guardians whose children have special educational needs.
- Written communications (letters, text messages, emails, newsletters, ClassDojo messages).
- Parents/guardians 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/guardians in written format via the school newsletter and /or website.

- Regular ClassDojo updates keep parents/guardians up-to-date with school events, holidays and school concerns.
- End of term newsletters focus on school events and activities .
- Homework journals for 1st-6th used to relay messages between parents/guardians and teachers. Parents/guardians requested to sign diary each night to confirm that homework has been completed.
- Parents/guardians are invited to school concerts and other school events.
- Involvement of parents/guardians in preparation for First Communion and Confirmation, as appropriate.

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.

3. Parent/teacher meetings

Formal Parent-Teacher meetings are held outside of school hours, in November each year. Parents/guardians sign up for a time that suits them on slottr.com

If custody of a child is shared, requests can be made by both parents/guardians to meet their child's teacher(s) individually for parent/teacher meetings.

The aims of Parent/Teacher meetings are:

- To let parents/guardians know how their children are progressing in school
- To inform teachers on how children are coping outside school
- To establish an ongoing relationship and communication with parents/guardians
- To help teachers/parents/guardians get to know the children better as individuals

- To help children realise that home and school are working together

A teacher or a parent/guardian may request additional parent-teacher meetings during the year to discuss teaching, learning or behaviour management issues. Every effort will be made to arrange a meeting at the earliest possible opportunity and at a time that is convenient to both parties.

4. Informal Parent/Teacher Meetings

Communication between parents/guardians and teachers is to be encouraged.

Arranging parent/teacher meetings within the school day while children are in school is difficult. However, parents/guardians 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. These are as follows:-

- A teacher cannot adequately supervise his/her class while at the same time speaking to a parent.
- It is difficult to be discrete 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/guardians wish to drop in lunch boxes, sports gear etc, this can be done through the secretary's office as it is important to keep class interruptions to a minimum.

5. Website/ClassDojo

The website presents and stores important school policy documents which are therefore publicly available.

Parents/guardians and pupils are encouraged to visit the school website regularly to keep up to date with what's new in school.

ClassDojo is the main form of communication used throughout the school and all parents/guardians are encouraged to sign up.

6. Complaints Procedure

There is an agreed procedure for dealing with parental/guardian complaints. Parents/guardians should refer to this Complaints Procedure where necessary.

The policy was reviewed by the Board of Management of Lackamore NS on June 12th 2024

Signed: Michael Lule Chairperson, Board of Management