

Policy on Parent/Teacher Communication

Introductory Statement

This policy seeks to provide information and guidelines to parents and teachers on parent/teacher communication in Kildleagh NS. The family and home are central to the development of the child and the nurturing of the ethos of the 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.

There are a number of structures in place to facilitate good communication links between parents and teachers:

- Ongoing informal meetings with parents of new Junior Infants.
- Parent/Teacher meetings one-to-one in February each year.
- Parents receive a school report of each pupil at the end of each school year; this report includes results of standardised tests for children 1st – 6th class.
- Meetings with parents whose children have special educational needs.
- Consultation throughout the year.
- Written communication (letters, text messages, emails)
- Parents' reps on B.O.M 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 website.
- Regular posts on school website keep parents up-to-date with school events, holidays and school concerns.
- Homework journals 3rd – 6th class, used to relay messages between parents and teachers. Parents are requested to sign diary each night to confirm that homework has been completed.
- Parents are invited to School Masses, Carol Service and Summersong.
- Involvement of parents in the "*Religion Alive O Programme*" and 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 teachers. Third parties may not participate in meetings.

Parent/Teacher Meetings

Formal Parent/Teacher meetings are held outside of school hours in February. A letter is issued to each family, giving the time of the meetings. Parents are requested to indicate if the time is suitable or if another time is sought. Teachers then arrange the specific time, bearing in mind the time allocated to siblings. Parents will also be allocated an additional time to meet with child's learning support/resource teacher. 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:

- To let parents 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
- To help teachers/parents get to know the children as individuals
- To help children realise that home and school are working together

A teacher or parent may request a parent/teacher meeting at any time for reason 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. Arranging parent/teacher meetings within the school day while children are in school is difficult. However, 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 with pupils close by.

- It can be embarrassing for a child when his/her parent is talking to the teacher at the 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.

School Website: www.kilcleaghns.com

All important information is available through the school website. The website presents and stores important school policy documents which are therefore publicly available. The website provides a communication facility for parents and others who wish to contact the school. The website has an event calendar which is regularly updated, and a school news section. Parents and pupils are encouraged to visit the school website regularly to keep up to date with what's new in school.

Complaints Procedure

There is an agreed procedure for dealing with complaints. Parents should refer to this Complaints Procedure (available on our website)

This policy was adopted and ratified by the B.O.M. on 17. 9. 12 and will be reviewed as deemed necessary.

Signed: Marys Connell Principal.

Liam Dornell Chairperson.

Date: 17th Sept 2012

