

Cloghroe National School

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<https://www.facebook.com/cloghroens> <https://instagram.com/cloghroens> <https://twitter.com/CloghroeNS>

www.cloghroens.com

Parent/Staff Communication Policy

Introduction

This policy was reviewed by the staff of Cloghroe National School, the Board of Management and the Parents Association in the school year 2022.

Parents are recognised as the primary educators of their children. Teachers are recognised as professionals in education and work in partnership with parents.

At Cloghroe 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 Board of Management, 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 education opportunities provided for our pupils by accessing the skills and talents of all the school community.
- To promote a culture of partnership in the education of our children.

Types of parent-teacher/home-school communication at Cloghroe National School:

- Informal parent-teacher contact
- Formal parent-teacher contact
- Formal parent-teacher principal contact
- Formal parent-principal contact
- Specially convened parent-teacher meetings
- Pre- enrolment/enrolment of new entrants to the school
- Written Progress Reports
- Newsletters
- Text Messages to Parents/Guardians/emails/phone calls
- Notice Board
- Information leaflets/forms
- School website/Social Media platforms
- Aladdin Connect
- Board of Management
- Parents Association

Arranging to meet the class teacher

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

Parents can arrange an appointment through the school by emailing the class teacher directly.

Parents should, in the first instance, always contact 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 required, a meeting may be arranged.

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.

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 is available on our website.

Parents are reminded that Cloghroe 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.

Teachers are unable to enter into consultation with parents during formal teaching time, between 8.50am and 2.30pm. If a parent wishes to pass on information to the child's class teacher during these times he/she should email the class teacher. Teachers will not respond to emails out of hours (after 5pm) or over weekends/holidays

In the event of an emergency occurring during the 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 are held annually in accordance with DES guidelines. Parents are given at least two weeks notice of these consultations. Appointments are made via Aladdin Connect.

Cloghroe 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 required to meet with special education teacher in order to discuss the learning needs of their child.

Parents are expected to participate as partners in the formulation of a ***School Support Plan*** if their child is in receipt of support for low incidence learning difficulties.

Parents whose children are in receipt of special education for high incidence learning needs (e.g. reading support) are expected to attend meetings with the special education teacher and to assist in the formulation of a ***School Support Plan***.

Annual Progress Reports detailing pupil progress during the academic year are released via Aladdin in June. Teachers spend quite some time 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 needs.

Registration of new entrants. Parents of all new entrants are required to complete an enrolment form for their child. (See admissions information on our website www.cloghroens.com)

Information meetings are organised as the need arises to advise parent(s)/guardian(s) of educational and curricular matters of relevance to their child's education and welfare.

Aladdin Connect. This facility is used to inform parents of events/changes to schedules etc. as necessary.

Information leaflets/forms from the HSE, DES or other bodies directly connected with education and welfare of pupils in the school will be emailed to parents from time to time.

A designated communications notice board with school and community information is situated at the school entrance.

Website: Our website address is www.cloghroens.com The website is maintained and upgraded on a regular basis. The school has social media platforms on Facebook, Instagram and Twitter.

Aladdin: Our school uses Aladdin Schools software service www.aladdin.ie for administrative purposes. The Aladdin Connect portal is part of this and gives parents secure access to messages from the school and to details of their child's attendance, test results, report cards etc. via secure login from the internet browser.

Cloghroe NS Online Communication Platforms	Used for:
Aladdin	Notifying the school of your child's absence/late arrival to school. Viewing your child's report card. Permission slips. Updating information (address, medical needs, mobile numbers etc.)
Easy Payment Plus	School expenses/payments
Aladdin Connect	Urgent messages (early collection/change of collection plans)
Teacher email. This will be given at start of year	Urgent matters in relation to the welfare of your child. Arranging a phone call with class teacher to discuss an issue.
sfennessy@cloghroens.ie	Urgent/Confidential matters in relation to your child/family (not general matters which may be dealt with by class teacher)

The school secretary is the main point of contact for urgent messages that need to be resolved within the school day.

Parents Association

Cloghroe National School Parents' Association represents the parents of the school. The committee of the Parents' Association aims to promote the interest of all pupils at Cloghroe National School in partnership with the Board of Management, the principal, the teaching staff, support staff, administrative and ancillary staff.

The function of these meetings is to plan for school activities, to discuss and organise 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.

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

Board of Management

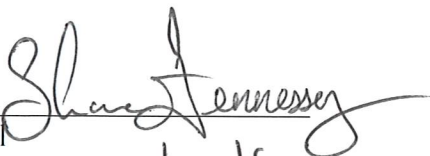
Cloghroe National School has a properly constituted Board of Management comprising representatives of the trustees, community representatives, teacher representatives and two elected parent representatives. The Board Management meets on a regular basis.

This policy was ratified on _____ and will be reviewed regularly in accordance with DES requirements and the changing needs of the school community.

Signed:


Chairperson of Board of Management

Signed:


Principal
01/02/23.

Príomhoide: *Shane Fennessy*

