

Scoil Phádraig Naofa, Tullow, Co. Carlow

Home/School Communication Policy

Introductory statement

This Policy was developed by the staff of Scoil Phádraig Naofa in consultation with the Board of Management and Policy Review Committee. Its purpose is to provide information and guidance to parents and staff on the Home/School communication that benefits the education of all pupils in the school.

Rationale

The rationale for this policy is the realisation that in order for home school communication to be appropriate, meaningful and effective it should be regular and directed. The staff felt the model of one annual PT meeting and one formal end of year report could be better employed for the mutual benefit of all if the timing of each were changed.

In order to achieve this aim the following procedures will be put in place. It is envisaged that regular communication throughout the school year will better serve to motivate children's learning and better inform parents of their children's on going progress.

Relationship to characteristic ethos

The partnership is envisaged as a positive working relationship that is characterised by a shared sense of purpose, mutual respect and a willingness to listen and learn in the best interests of pupils' development and progress. This reflects the mission statement and the ethos and vision of Scoil Phádraig Naofa.

Strategies/Procedures to Support the Home/School Communication in Scoil Phádraig Naofa

- Annual Individual Information/Orientation Meeting for parents of **'new' Junior Infants** - late May/early June
- Teachers may request meetings with parents of **selected pupils** in the first term if they deem it necessary.
- Following Christmas tests, **formal Parent/Teacher Meetings** will be held in Jan/Feb. Children will work on the highlighted areas and...
- **School Reports** will be posted to the parent(s)/guardian(s) of each pupil in mid June each school year.
- At the end of the school year the results of the **standardised Micra t and Sigma t tests** will be sent home.
- As appropriate, additional meetings between Parent(s) and Teacher(s) concerning pupils who may have special educational needs and/or to discuss pupil progress, behaviour, etc
- Ongoing communication will take place throughout the school year by means of family notes, calendar of events, website notifications, notes from class teachers/special education team teachers, TextaParent.ie, homework journals, individual pupils progress reports, newsletters and school brochures
- Homework Journals are used from middle to senior school to relay messages which are signed between parents and teachers. Parents are requested to sign diary each night to certify that homework has been completed

The above strategies facilitate on going communication between parents and teachers throughout the school year and give the boys every opportunity to work on recommendations made and have their progress acknowledged on a regular basis.

Informal parent/teacher communication:

- Communication between parents and teachers is encouraged
- *Parents are asked to please make an appointment (by phone call, by visit to the secretary's Office or by note in the Homework Journal) to meet with the child's teacher*

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if/when needed. Pre-arranged appointments facilitate better quality communication between the parent and teacher.

- It is understood that from time-to-time certain 'sensitive/urgent' situations (e.g. serious illness of family member, family crisis, etc) will arise which will require a parent to arrive at the school without appointment and such situations will of course continue to be facilitated. Outside of such situations parents should not arrive at the classroom door unannounced/without appointment to seek a consultation with a staff member.
- If parents 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.

Formal parent/teacher communication

Formal timetabled Parent/Teacher Meetings take place each year. These Meetings are an important opportunity for parents and teachers to exchange information regarding the child's progress and *every effort should be made by parents to attend the meeting.*

- Appointment slips are issued to parents during the week prior to the meeting. If unable to attend, parents should notify teacher(s) accordingly so that an alternative appointment may be made
- In the case of separated parents, requests may be made by both parents to meet their child's teacher(s) individually for parent/teacher meetings

Written school reports

- A written school report is issued by post to parents.
- All communication from the school will be posted to the child's home address as given on the enrolment form, unless otherwise requested/notified by parents
- In the case of separated parents, requests may be made by both parents to have a copy of the end-of-year report posted to their address

Other parent/teacher communications

- The school facebook page Tullow Boys N.S.' is the primary communication between home and school. **Parents are advised to 'like' our page and set notifications in order to keep abreast of all the latest happening in school.** We also have a twitter account @tullowboys. TextaParent ie service is also used on occasion to notify/update parents of significant/unexpected events during the school year.
- The school website is regularly updated and also has links to other sites of interest to parents.
- Parents are encouraged to check Homework Journals on a nightly basis (Monday to Friday) as notes/comments may be included by the child's teacher. Similarly, parents may use the homework journal to communicate with teacher(s). Parents are required to to notify the class teacher of their child's absence, including date(s) and reason for absence(s).(N.E.W.B. requirement)

Roles & Responsibilities

All staff members, parents, pupils and BoM members share responsibility for supporting the implementation of the Home/School Communication Policy.

Success criteria

The school evaluates the success of this Policy through:

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- Positive and supportive engagement and communication between parents, staff, BoM members and pupils in the education process
- Feedback, as appropriate, from all members of the school community
- Indications that the smooth and efficient running and organisation of the school is enhanced through the implementation of this policy
- The indications that the facilitation and implementation of the Home/School Communication Policy are enhancing the learning opportunities of the pupils of the school.

Ratification and communication

The policy was reviewed and ratified by the Board of Management at its meeting on 18th Nov 2014. It's implementation was deemed effective from that date.

A copy of this policy was made available to all members of staff. Parents were made aware of the existence and availability of the policy by means of notification in school newsletter. This policy is also included on the Scoil Phádraig Naofa website at www.tullowboyns.@scoilnet.ie

Timetable for Review:

A Review of this Policy will be conducted as deemed appropriate, based on the success criteria outlined above.

Signed:

Chairperson of the BOM

Date: