

# **Scoil Íosagáin**

## **Policy on: Parent/Teacher Communication & Meetings**

# **Parent/Teacher Communication & Meetings**

## **Introductory statement**

This policy was developed by the staff of Scoil Iosagain in consultation with the Board of Management and Parent/Teacher Association. Its purpose is to provide information and guidelines to parents and teachers on parent/teacher communication and parent/teacher meetings in Scoil Iosagain. The family and home are central to the development of the child and the nurturing of Christian values. The school and the family strive to be mutually supportive and respectful of each other so that the child's education can be effective.

## **Rationale:**

This policy is in place to:

- Highlight the importance of collaboration amongst parents and teachers
- Recognise the significance and impact of the role of the parents as the first educators of their children
- Provide opportunities for parents to inform teachers of any significant issues, concerns or situations that may affect their children in the school environment
- Ensure teachers and parents receive a specific time within a suitable environment to discuss the progress of pupils

## **Aims & Objectives**

- To enhance communication and respect between parents and teachers
- To keep parents informed on how their children are progressing academically and socially in school
- To inform teachers how children are coping outside school
- To highlight children's strengths and to discuss areas in need of more help and attention
- To discuss homework and study skills
- To help teachers/parents get to know the children better as individuals
- To help children realise that home and school are working together

## **Roles and Responsibilities:**

**Parents are encouraged to:**

- Develop close links with the school
- Collaborate with the school in developing the full potential of their children
- Share the responsibility of seeing that the school remains true to its ethos, values and distinctive character
- Become actively involved in the school parent/teacher association (P.T.A)
- Participate in policy and decision-making processes affecting them
- Attend school meetings, celebrations and events
- Equip pupils with appropriate school materials, a sufficient healthy lunch and full uniform
- Be courteous towards pupils and staff

- Respect school property and encourage their children to do the same
- Label pupils' uniform & belongings
- Supervise their young children when on the school premises, collecting other pupils or visiting the school
- Refrain from bringing family pets into the school yard (even on a lead)
- As the Board of Management is responsible for the Health & Safety of all staff and students, parents are requested not to approach or reprimand another person's child on the school premises

### **The Principal:**

- Initiates and oversees the timetabling process in advance of parent-teacher meetings
- Is made aware of any additional meetings between staff, teachers and parents and may be present during such collaborative discussions
- Communicates concerns of a parent to staff members if it is a whole-school concern

### **Teachers:**

- Collaboratively decide the dates for the November meetings at the first staff meeting of each year
- Organise any additional meetings with parents, ensuring the meeting takes place out of class time in a suitable environment
- Inform the principal of any such meetings and their outcomes

## **Policy Content**

### **Structures in place to facilitate open communication & consultation with Parents**

- Information meeting for parents of new Junior Infants – June
- Parent/teacher meetings, one-to-one, in November
- Parents receive school report on each pupil at the end of each school year
- Meetings with parents whose children have additional needs
- Consultation throughout the year
- Written communication
- Parents' representatives on the B.O.M. and Parent/Teacher Association are invited to discuss and contribute to the drafting and review of school policies.
- Regular newsletters keep parents up-to-date with school events, holidays and school concerns.
- Home work diaries/sheets, Infants – 6th class, are used to relay messages regarding your child's absence, illness, appointments etc... which are signed between parents and teachers. Parents are requested to sign diary each night to certify that homework has been completed.
- For all other correspondence, parents are requested to write a separate note in a sealed envelope addressed to the intended recipient.
- Specific parental complaints should be dealt with in accordance with the School's Agreed Complaints Procedure.

- Parents are invited to school celebrations and events, e.g. sacramental Preparations & Celebrations, concerts, sponsored walks etc.
- Involvement of parents in the Religion 'Alive O Programme', 'SPHE', 'Stay Safe Programme' and Relationships & Sexuality Education (RSE) Programme' sections for parents.
- Participating in shared reading project.

**It is vital that the school is immediately 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.

### **Parent/Teacher meetings**

- During the first staff meeting of each school year, two dates in November are chosen for Parent-Teacher Meetings.
- Parents are allocated a ten minute slot with the classroom teacher of their child.
- The appointment schedule is worked out by beginning with heads of families and by then slotting in other family members in neighbouring timeslots to ensure a smooth movement of people and to avoid long waiting periods for parents.
- Teachers discuss the following points with each parent:
  - Attendance
  - Curriculum Areas
  - Test Results, including STENs and Reading Age
  - Social Interaction
  - Behaviour
  - Class Participation
  - Homework
  - Areas needing Attention

A common template is followed by each teacher to ensure the above points are addressed with each parent C/F Attached Template

- If an issue arises that requires additional discussion time, the teacher and parent will make another appointment to meet in the near future
- In the case of pupils with SEN, parents meet with the LS/RT teachers. This is catered for in the timetable.
- Teachers do their utmost to accommodate parents with suitable times to meet

### **Informal Parent/Teacher Meetings**

1. Communication between parents and teachers is to be encouraged
2. 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 appointed time outside of class-time.
3. Meetings with the class teacher at the class door to discuss a child's concern/progress cannot be accommodated on a number of grounds

- a. A teacher cannot adequately supervise his/her class while at the same time speaking to a parent
- b. It is difficult to be discrete when so many children are standing close by
- c. It can be embarrassing for a child when his/her parent is talking to the teacher at a classroom door

Occasions may 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 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.

Parents are strongly discouraged from taking pupils out of school during term time in order to facilitate family holidays.

**Formal Meetings**

Formal timetabled parent/teacher meetings take place in November. However, if a parent wishes to arrange a meeting at any stage during the year to discuss their child, they may do so by prior appointment.

**Communication**

All communication sent from the school will be sent to the child's home address as given on the enrolment form, unless otherwise requested by parents.

In the case of separated parents, requests can be made by both parents to meet their child's teacher(s) individually for parent/teacher meetings.

**Complaints Procedure:**

See CPSMA: Agreed Parental Complaints Procedure/Policy

**Success Criteria**

- Parental knowledge of pupil progress
- Teacher understanding of issues or situations outside of school life that may be affecting the pupil in school
- Open communication and collaboration between parents and teachers resulting in a happier pupil making progress
- Parent and Teacher satisfaction

**Implementation and Review:**

This policy will be implemented in 2013 and will be reviewed in 2015.

**Ratification and Communication:**

This policy was ratified by the Board of Management in Oct. 2013.

Signed D. Cunningham  
Chairperson, Board of Management

Date: 10-10-2013

Signed Alma Quinn  
Principal

Date: 10.10.13





