

Scoil Íosagáin

Policy on: Parent/Teacher Communication & Meetings

Parent/Teacher Communication & Meetings

Introductory statement

This policy was reviewed in 2022 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
- Provide opportunities for teachers to inform parents of any significant issues or concerns regarding their children in school
- 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
- Participate in meetings in a positive and respectful manner
- 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)
- 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 relevant staff members when necessary

Teachers:

- Collaboratively decide the dates for the November meetings during Term 1 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 via phone call or school email
- 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 general school issues.
- The Aladdin Connect App is the main method of communication used by the school to regularly communicate with parents about events, reminders, holidays, school information, newsletters etc
- The Aladdin Connect Portal is also used for home school communication. Parents can notify the school about absences, illness, appointments, early collections, late arrivals etc
- Specific parental complaints should be dealt with in accordance with the INTO/CPSMA Agreed Complaints Procedure for schools
- Parents are invited to school celebrations and events, e.g. sacramental Preparations & Celebrations, concerts, sponsored walks etc.
- Involvement of parents in the Religion 'Grow in Love Programme', 'SPHE', 'Stay Safe Programme' and Relationships & Sexuality Education (RSE) Programme' sections for parents, Busy @ Maths, Home School Links Sheets.

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 Term 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 and SET where applicable
- 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.
- Alternatively, the school may use the Parent/Teacher meeting scheduling facility on the Aladdin Connect App where parents can select suitable time slots for Parent/Teacher meetings.
- 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 also meet with the SET teachers. This is catered for in the timetable.
- Teachers do their utmost to accommodate parents with suitable times to meet
- In the case of a pandemic such as Covid-19, parent/teacher meetings are conducted over the phone. Parents will be given a time slot to ensure they are available to take the call.

Informal Parent/Teacher Meetings/Phonecalls

- Communication between parents and teachers is encouraged
- Occasions may occur where a parent needs to speak to a teacher urgently. Parents can contact the school office to arrange a suitable time.
- Matters of a sensitive or confidential nature should be addressed with the relevant class teacher or principal only
- 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.
- It is not appropriate for parents to contact school staff on their personal phones to discuss school related matters either in or out of school time.
- It is not appropriate to contact staff members on social media to discuss school related matters.

Formal Meetings

Meetings with parents with any concerns are facilitated where possible once the meeting is arranged through the correct channels (make an appointment through the school office or through email communication with the staff member) Teachers will endeavor to respond to all digital communication within regular school hours where practicable. Emails, Aladdin Notices, Seesaw messages sent to the school/teachers after 3:00pm may not be attended to until the following working day.

Communication

All communication sent from the school will be sent to the child's home address or via email as given on the enrolment form.

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. This can only be facilitated or arranged when requested by the parents.

Complaints Procedure

Complaints are infrequent but to ensure these are dealt with fairly please see INTO/CPSMA: Agreed Parental Complaints Procedure/Policy.

Behaviour of all Stakeholders in the School

- Positive and respectful communication is of high importance to our school. This not only extends to the children but to all of the stakeholders e.g. the staff, parents and the wider community.
- All stakeholders are expected to speak to each other with respect.
- All stakeholders are reminded that aggressive or inappropriate language at school matches will not be tolerated.
- When stakeholders meet, it is important to respect that the time of meetings should be kept to a reasonable amount of time. Times of meetings should be agreed beforehand and these should be respected
- Staff members are generally available to listen to a quick issue in the morning and after school. However, should a parent need to have a discussion or meeting, an appointment should be made at a convenient time for both parties. This ensures that issues can be addressed sufficiently.

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 2022 and will be reviewed in 2024/2025.

Ratification and Communication:

This policy was ratified by the Board of Management in _____.

Signed P. J. Harrington
Chairperson, Board of Management

Date: 21st Feb 22

Signed Alma Quinn
Principal

Date: Feb. 21st, 2022