

Communication Policy

Introductory statement

This policy was reviewed in 2024.

Its purpose is to provide information and guidelines to parents and staff on communication in Powerscourt National School. There is a Home-School Communications Guide in the Appendix of this policy.

Aims of this policy:

That parents are enabled to:

- develop close links with the school.
- participate in meetings in a positive and respectful manner, affirming the professional role of the staff and all staff members in 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 Team (PTT).
- participate in policy and decision-making processes affecting them.

Structures in place to facilitate open communication & consultation:

1. Induction meetings

- Parents of children starting in Junior Infants are invited to attend an induction meeting at the end of the Summer term before they start in September.

2. Parent-Teacher meetings (PTMs)

- Parents are invited to attend a one-to-one meeting with their child's teacher in November each year.
- The purpose of PTMs is to let parents know how their children are progressing in school.

3. End-of-Year Reports:

- Parents receive End-of-Year Reports for their child(ren) a week before the school closes for summer holidays. These are issued via the Aladdin Connect app.
- The report cards provide for reporting in four key areas:
 - The child's learning and achievement across the curriculum
 - The child's learning dispositions
 - The child's social and personal development
 - Ways in which parents can support their child's learning

4. Support Plan Meetings:

- All children who access additional support from the Special Education Teacher will have a Student Support File (SSF). Parents will be asked to contribute to these. This typically happens twice a year.

5. Written communication:

- If a teacher has a concern about your child, they will contact you.
- If you have a concern about your child, please email office@powerscourtnts.ie to let your child's teacher know / to arrange a meeting.

6. Impromptu meetings:

- Impromptu meetings at the classroom door are not permitted for a number of reasons, including:
 - The teacher cannot adequately supervise their class while speaking with a parent.
 - It is difficult to be discreet when so many children are standing close by.
 - It can be embarrassing for a child when their parent is talking to a teacher at a classroom door.

7. Weekly newsletter:

- The school issues newsletters each week to keep parents up-to-date with school events.
- The PTT also has a section of the newsletter for PTT news and information.

8. Parental attendance at school events:

- Parents are invited to events throughout the year:
 - Church Fridays once a month
 - Sports Day
 - School Panto
 - Nativity Play

9. Complaints Procedure:

- If a parent has a complaint, they are asked to follow the Complaints Procedure, available on the school website www.powerscourtnts.ie

Communication etiquette:

- 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. Anyone entering our building should feel safe to do so. While the behaviour of children in our school is of vital importance, adults in the school community also have a responsibility to ensure their own behaviour models the types of behaviour expected of children.
- It is important that all stakeholders are responsible for their own behaviours in the school. Examples include:
 - All stakeholders are expected to speak to each other with respect. Shouting or other aggressive tones are not acceptable. If a stakeholder displays anger or aggression to another member of the school community, they may be asked to remove themselves from the building. If aggression or anger is displayed in a meeting, the meeting may be terminated and the aggressor asked to leave. In certain cases, the Gardaí may be called.
 - All stakeholders will treat our children with the utmost respect while on the premises.
 - Staff should not be asked to speak about another parent's child. The staff of the school will respect your child's right to privacy so it is asked that parents respect other children's rights to privacy.
 - 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. Classes begin at 08:30 and finish at 14:10 and this time should not be interrupted.
 - In circumstances where a meeting is arranged it is a possibility that a second staff member may be present.
- All emails and messages from parents should be sent to the office: office@powerscourtnts.ie.

- All emails sent to and from the school should be respectful.
- Teachers should use Aladdin for any whole class communication such as, reminders about school tours or class projects, etc.
- If a teacher has a concern about a pupil's behaviour or wellbeing, they should arrange a meeting with the parents/guardians or speak with the parent/guardian via phone call or email from the office.
- WhatsApp, Facebook, Instagram etc or other messaging services should not be used to directly contact a teacher by a parent.

Dignity in the Workplace:

Please see our Dignity in the Workplace Policy on the school website www.powerscourtns.ie

Review

This policy will be reviewed in 2025.

Ratified by the Board of Management

Chairperson: C. Hallssey






Date: 20/2/2024 .

Appendices:

1. Home-School Communications Guide



Home - School Communications Guide

	Platform / Method	Details
1	Aladdin Connect 	<ul style="list-style-type: none"> - Absence reasons after your child has been absent. Do not contact the office. - Consent forms at start of year - Change of pupil details - E-payments - Texts / notifications from the school - End-of-Year reports
2	After-Schools	<ul style="list-style-type: none"> - Please contact after-school providers directly. - Details will be outlined in the school newsletter.
3	Board of Management	<ul style="list-style-type: none"> - The Board of Management meets six times a year and have overall responsibility for the running of the school. The principal is the secretary to the Board of Management. - Please email office@powerscourtns.ie and outline 'FAO BOM'.
4	ClassDojo 	<ul style="list-style-type: none"> - May be used by teachers to 'blog' what the children are doing - Please do not message the teachers on ClassDojo, instead email office@powerscourtns.ie
5	Complaints	<ul style="list-style-type: none"> - All parties must adhere to the Complaints Procedure (see school website www.powerscourtns.ie)
6	Emails 	<ul style="list-style-type: none"> - Please email office@powerscourtns.ie and outline 'For the attention of _____ (teacher's name)' - Teachers should not be contacted by personal phone, social media or personal email addresses.
7	External Agencies 	<ul style="list-style-type: none"> - Close contacts are maintained with support agencies, including: <ul style="list-style-type: none"> ➢ National Educational Psychological Service (NEPS) ➢ National Council for Special Education (NCSE) ➢ Tusla – Child and Family Agency ➢ Public Health Nurse ➢ Speech and Language Therapists ➢ Occupational Therapists ➢ Psychologists (Private, non – NEPS) ➢ Library Service etc - Please let us know if your child accesses an external agency so we may support them in this regard.
8	Meetings 	<ol style="list-style-type: none"> 1. <u>Formal Parent – Teacher meetings</u>: Scheduled once every school year, see school calendar for dates (typically November). 2. <u>Support Plan Meetings</u>: These happen throughout the year. Special Education Teacher will contact families. 3. <u>All other meetings</u>: Please send an email with an outline of what you would like to discuss and a teacher will get back to you to arrange a meeting at a mutually convenient time. <ul style="list-style-type: none"> - Please do not have impromptu meetings at drop off / collection time. - Teachers must be given prior notice.
9	Newsletters	<ul style="list-style-type: none"> - Please read the school newsletter which is emailed at the start of each week to keep up to date.
10	PTT (Parent - Teacher Team)	<ul style="list-style-type: none"> - Please read PTT section of weekly newsletter. - Please email office@powerscourtns.ie and outline 'FAO PTT'
11	Website	<ul style="list-style-type: none"> - School information and policies are available on our school website, www.powerscourtns.ie