

Ardfinnan National School,
Clonmel,
Co. Tipperary.



Parent/Teacher
Communication Policy



Scoil Náisiúnta Árd Fhionáin

**Ardfinnan,
Clonmel, Co. Tipperary.**

Parent/Teacher Communication

Introductory statement

This policy was developed by the staff of Ardfinnan National School in consultation with the Board of Management and the Parents Council. Its purpose is to provide information and guidelines to parents and teachers on parent/teacher meetings and parent/teacher communication in Ardfinnan National School. 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.

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 association
- Participate in policy and decision-making processes affecting them.

Structures in place to facilitate open communication and consultation with Parents

- Meeting for parents of new Junior Infants – mid June
- Parent/teacher meetings one to one in January
- Parents receive school report of each pupil at the end of each school year
- Meetings with parents whose children have special needs
- Consultation throughout the year
- Written communication
- Through the parents' council, parents are invited to discuss and contribute to the drafting and review of all school policies. Decisions taken to change current policies and procedures or to introduce new ones will be made known to all parents in written format.
- Regular newsletters keep parents up-to-date with school events, holidays and school concerns
- Homework diary 1st – 6th class, used to relay messages, which are signed between parents and teachers. Parents requested to sign diary to certify that homework has been completed
- Parents are invited to family masses and school concerts

- Involvement of parents in the 'Religion Alive-O programme' section for parents and other school activities
- Text-a-parent

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 well-being and education of pupils, only the parents/legal guardians named on the enrolment form will be consulted by the teachers.

Parent/Teacher meetings

The aim of Parent/Teacher meetings are:

- To let parents know how their children are progressing in school
- To inform teachers on how children are coping outside school
- To establish ongoing relationship and communication with parents
- To help teachers/parents get to know the children better as individuals
- To help children realise that home and school are working together

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
3. Meetings with the class teacher at the class door to discuss a child's concern/progress is discouraged 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 occur where a parent needs to speak to a teacher urgently. Sometimes these meetings need to take place without prior notice. The Principal will 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.

- c. The Board may arrange a meeting with the complainant, who may be accompanied by another person to this meeting.

Stage 5

- 1) Following the Board's investigations, the Chairperson shall convey the decision of the Board in writing to the teacher and the complainant within 5 days of the meeting of the Board. The decision of the Board shall be final.

Tony Kenny 1/5/12