

ST. COLMCILLE'S N.S.



Communication Policy



St. Colmcille's N.S. Communication Policy

Introduction:

This policy was formulated by Board of Management, Staff & Parents of St. Colmcille's N.S. St Colmcille's NS is a co-educational, Catholic, primary school which strives to provide a well ordered, caring, happy & secure atmosphere where the intellectual, spiritual, moral & cultural needs of the pupils are identified & nurtured.

Parents are recognized as the primary educators of their children. Teachers are recognized as professionals in education & work in partnership with parents.

Rationale:

- Good communication is essential to the smooth running of an efficient school.
- It is school policy that regular, orderly parent-teacher communication takes place throughout the duration of the pupil's education at the school & home-school links are actively encouraged.
- Members of the B.O.M., teaching staff, classroom support staff & administrative staff etc. strive to create an open & welcoming atmosphere where good communications are fostered & developed.

Aims of Communication Policy

- To build a school community which is supportive of pupils, staff & all members of the school community & the Board of Management who serve the school.
- To establish procedures for the sharing of information in relation to pupil progress, needs & attainment.
- To enrich & optimize the educational opportunity provided for our pupils by accessing the skills & talents of all the school community.
- To promote a culture of partnership in the education of our children.
- To establish procedures for information sharing via B.O.M., Patron & school community.

Types of Parent-Teacher / home-school Communication

- Informal parent-teacher contact
- Formal parent-teacher contact
- Specially convened parent-teacher meetings
- Junior Infant Information meetings
- Newsletters
- School Website
- Information meetings
- Board of management
- Parent's Association



- Text-a-Parent

Teachers

Teachers carry out informal meetings on a daily basis.
Regular staff meetings are held & minutes are recorded.

Children

Teachers are communicating with children daily while teaching. On occasion it is necessary to provide information, this can be verbal or written. Best practice would be to write in homework notebooks or provide written notices.

Board of Management

The Board of Management holds regular meetings. The agenda is set and notice given to all board members via email. Minutes are recorded by the Secretary of the Board. All communication to the Board is kept by the Secretary and dealt with at every meeting. Copies of the school newsletter are available to each board member.

The agreed report of the Board of Management Meeting is communicated to the parent body / school community via the School Newsletter.

It is the policy of the BOM to report on a regular basis to the School Patron, either on a formal / informal basis.

Parents

There is regular contact with parents as individuals both informally and formally & parental status & access to school communication, as per the CPSMA Newsletter Issue 8, is adhered to. Parent Teacher meetings are held in November each year. Parents receive the School Newsletter & are invited regularly to participate in the life of the school.

Special events & school achievements appear on the School website, which is regularly updated.

When notes are sent out with children or when parents need to be reminded of upcoming events e.g. after long weekend, text messages are sent to nominated parent mobiles to ensure that all parents receive notification.

Parents' Association

There is regular contact, both formal and informally between the school and the Parents' Association. The Principal receives feedback from the meetings of the Parents' Association about issues concerning the parent body. Communication between the BOM & the Parents Association shall be via the respective chairpersons.

Department of Education and Science

Generally speaking, communication to the school is addressed to the Chairperson of the Board or the Principal or both. Circulars no longer come in hard copy & are posted on DES website.

The Inspectorate

The Principal or Chairperson communicates with the Inspectorate by phone call, email or in writing.



CPSMA

The CPSMA Newsletter, "Solus" is posted on their website.

Other Agencies (directly or indirectly which the School interacts with)

There is regular two-way communication with other agencies such as the Health Service Executive, Social Services, Gardaí, Neps, Local Authority, Community Organisations etc. All communication will be kept on file in office.

Professional Development

As a process of Continuing Professional Development (CPD), teachers communicate on a regular basis with Education Centres, Colleges of Education etc. & are encouraged to partake in CPD opportunities.
Board Members are also encouraged to avail of CPD opportunities, when available.

Roles and Responsibilities

All of the School Community share in the co-ordination and implementation of this policy.

Evaluation

This policy is monitored on an ongoing basis.

Implementation

This policy has been sanctioned by the Board of Management of Ballinahown N.S. on 29th November 2017

Signed on behalf of the Board of Management:

Chairman: _____ Date: _____

Principal: _____ Date: _____