

# *Scoil Uí Mhuirí*

## *Communications with Parents & Guardians*

Adopted: 30<sup>th</sup> March 2023

Review due: June 2026



### **Core Values**

**Be Respectful**

**Be Responsible**

**Be Cooperative**

## Communications with Parents & Guardians Policy 2023

### Facilitating open communication and consultation with Parents/Guardians

It is important that students attending the school understand that communications between home and school are regular and provide for opportunities to further develop the educational relationship between school and parents/guardians who are both working together to provide the best possible education for the young people attending Scoil Uí Mhuirí. The following measures are in place at Scoil Uí Mhuirí to support the facilitation of open communication and consultation with Parents/Guardians of students attending the school:

#### Supporting the work of the Parents Association (PA):

The Parents Association at Scoil Uí Mhuirí will be an integral part of the school community. Section 26 of the Education Act, 1998 states that “the parents of students of a recognised school may establish, and maintain from among their number, a parents’ association for that school and membership of that association shall be open to all parents of students of that school. The Parents Association will make a vital and valuable contribution to the school’s promotion, growth and development as the Parents Association provides for the formal involvement of parents in the affairs of the school. Parents will be kept informed of the work of the school through a report provided at each of the Parents Association meetings.

#### Parent Teacher Meetings

Parent teacher Meetings will also be held for each Year/class group during the academic year. Parents/Guardians are encouraged to attend these meetings as they provide valuable opportunities to meet with the school’s teaching staff and identify areas where their child is excelling as well as discussing and identifying additional supports that may be needed to ensure a student can achieve their potential during their time at the school. These meetings also provide opportunities for parents/guardians to inform teachers on how their child is coping outside of the school context.

#### Individual Meetings with Parents/Guardians:

Appointments to meet with the class teacher, Year Head and or Principal/Deputy Principal can be arranged through the main office at the school.

### **Homework Journal:**

Each student attending Scoil Uí Mhúirí will have a homework journal which is used to log homework given and signed by parents/guardians. The Homework Journal also provides a facility for school and home to interact via the notes section in the diary. Parents/guardians are also requested to complete absence notes in the diary when their child has been absent from school.

### **Written Reports on Student Progress:**

These will be issued to parents/guardians/students over 18 throughout each year. Reports will be posted on line.

### **School Related events:**

Parents/Guardians may also be invited to attend school concerts, sports days, sporting activities, open night, graduation night and other relevant talks/information sessions facilitated by the school and/or outside speakers.

### **Policies:**

Scoil Uí Mhúirí school policies are published on the school website and are available in hard copy on request from the main office at the school.

### **Board of Management Report:**

An agreed report will be prepared by the Board of Management at the end of each of their Board of Management meetings. This will provide information for parents/guardians pertaining to matters of interest to them as discussed at each Board meeting. This report is available to the Parents Association. This report will identify school policies which have been developed and reviewed and ratified by the Board of Management.

### **Communication through Social Media:**

The school will communicate with parents using modern technologies including text, email, school website and social media platforms.

### **School Calendar for the Academic Year:**

A detailed School Calendar for each Academic Year will be published each year on the school website. Incoming 1<sup>st</sup> Year students will be informed of the academic calendar as part of their induction programme.

### **Book Rental Payments and Proposed Contributions from Parents/Guardians:**

These will be collected through an online payment system capable of tracking payments made and providing receipts to parents/guardians. Monies collected through the online payments

system will be lodged directly to the LMETB bank account as LMETB schools move to a cashless system.

### **Family events/situations which may cause anxiety for a student attending Scoil Uí Mhuirí**

Throughout the school year there will be times when our students' families are experiencing and dealing with situations that may cause anxiety for their child. Management and staff at Scoil Uí Mhuirí would like to assure you of our support for your child at these difficult times. It is important to inform us of any such situation which may cause anxiety for your child, cause a deterioration in their schoolwork and result in increased absenteeism. We will work together with families and other external agencies, where relevant, to support the child through the difficult time.

### **Student Emergencies while attending Scoil Uí Mhuirí during the school day**

In the event of a student emergency while at school, the parents/guardians of the student will be contacted by phone. If the parent/guardian cannot be reached, the emergency contact person on file as per enrolment form, will be contacted. Please ensure that the school have all up to date contact numbers for parents/guardians and emergency contact persons.

### **Dropping off lunches/sports gear for student's during the school day**

We ask parents/guardians to work with their child in ensuring that when the student arrives at school, they have all the necessary books, resources, lunch box and sports gear with them for the day. Should a situation arise however that a parent/guardian needs to drop something into the school for their child we ask you to report directly to the school office. The school secretary may, if it is possible, then plan for the item to be passed on to your child. You will appreciate that this will ensure that class interruptions are kept to a minimum and parent/guardians will appreciate that this approach supports the school in the implementation of its Student Safeguarding Statement.

### **Informal Meetings with the Teacher/Year Head**

There will be occasions where a parent/guardian needs to speak to a teacher/Year Head urgently. Sometimes these meetings will need to take place without prior notice. All such requests should be processed through the main office at the school.

In general, meetings with the class teacher/ Year Head at the school door/at reception to discuss a concern pertaining to a student are discouraged for the following reasons:

- The class teacher is responsible for the health, safety and welfare of the students in their care. Teaching staff are regularly reminded not to leave their classroom at any time while they have students in the classroom. Teaching staff are also reminded that they must be on time to class to ensure health and safety of all

- A student may also feel quite uncomfortable if their parent/guardian is speaking to the teacher at the main door of the school/main reception area while their peers observe the interaction between parent/guardian and class teacher
- Sensitive conversations regarding concerns about students' behaviour, academic progress, mental health and wellbeing are best dealt with in an appropriate space e.g an office where there are less opportunities for distractions during the conversation/meeting

### **Formal Meetings with the Teacher/Year Head**

If a parent/guardian wishes to make an appointment at any stage throughout the school year to discuss their student's progress, they may do so by prior appointment. In the case where parents/guardians are separated, request can be made to meet with school personnel together or individually.

### **Holidays during School Time**

As outlined by TUSLA, Education Welfare Services, taking a holiday during term time means that students miss important school time. It will be difficult for them to catch up on work later. As a result, they may fall behind with schoolwork and lose confidence in their abilities. We strongly advise parents/guardians to not take their child out of school for holidays during term time.

### **Accessing copies of the school's Communication with Parents/Guardians Policy**

A copy of the school's Communication with Parents/Guardians Policy will be available to download on the school's website [www.scoiluimhuir.ie](http://www.scoiluimhuir.ie) A hard copy of this policy will also be available on request from the school's main office.