



## St Patrick's National School

# Communication Policy

Date of Ratification: 13-1-25

Date of Review:

### Introductory Statement

This policy was developed by the staff of St Patrick's N.S. in consultation with the Board of Management and the parent body to ensure consistent, transparent, and respectful communication between the school, parents, and the broader school community,

thereby fostering a positive environment that supports student learning and development.

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

## **Rationale**

This policy was devised to provide information and guidelines to members of the school community in relation to communication between all parties. The school recognises that positive relationships are central to the effective functioning of the school. This is also reflected in a recent review of the school's Code of Positive Behaviour Policy.

The family and home are central to the social and intellectual development of the child and the nurturing of good, moral values. The school and the family strive to be mutually supportive and respectful of each other and aim to work together for the benefit of the child and its learning, so that the child's education can be effective.

## **Procedures for Communication between the School and Parents:**

### **Formal Communication:**

**Emails:** For official communication regarding student queries and announcements.

**Aladdin:** To disseminate essential information, access school reports, to send reminders, request payment, gain permissions etc. It is also the forum whereby parents communicate absences or inform school that their child will be late or needs to leave early.

**School Website:** An up-to-date resource for parents to access information about the school, calendars, class blogs, enrolment forms and resources.

**Parent-Teacher Conferences:** Scheduled meetings to discuss student progress, concerns, and achievements.

**Noticeboard:** To share news, events, and celebrate achievements.

**Incidence/Accident/Reflection Forms:** A record of an accident/incident that occurred in school will be sent home for parent signature. All documentation will be kept in student files.

**Informal Communication:**

**School Journal:** are used to relay minor messages between parents and teachers. Parents are requested to sign the homework notebook to confirm that homework has been completed.

**Social Media:** Official school social media accounts, Instagram, to share news, events, and celebrate achievements

**Open Days/Events:** Opportunities for parents to engage with teachers and staff during school events.

**Communication by Email/Aladdin**

**Details:**

To streamline school communications, the school requests all parents to sign up for Aladdin for communication purposes. Aladdin notices sent from the school will be sent to the email address(es) provided at enrolment, unless otherwise requested by parents. All paper communications sent from the school will be sent to the child's home address as given on the enrolment form, unless otherwise requested by parents.

**Communication of:**

Staff will use Aladdin to communicate with parents on the following matters:

- Permissions- e.g. school trip
- Parent-Teacher meeting scheduling
- Notices relevant to class level, e.g. golden time, show and tell

- Individual notices to request meeting/phone call
- Individual notices with brief update relating to teaching and learning
- Notification of behaviour notice being sent home
- Notification of HSE/medical examinations e.g. Hearing and Vision tests

Staff will contact parents by phone on the following matters:

- Child seriously injured or feeling unwell
- Urgent discussion required with parents regarding incident/behaviour

### **Response time:**

Staff will contact parents on Aladdin between the hours of 8:00am – 3:00pm and may use the schedule send function outside of these times. Teachers are not obliged to respond to emails / messages outside of these hours and parents are asked to respect teachers' right to switch off in line with Ireland's 'Right to Disconnect' Code of Practice.

Response times to emails from the school secretary can vary depending on the demands of the office at any given time. It is considered reasonable that X school days are allowed for a response (with the exception of holiday periods during which email is only checked intermittently).

Response times to emails to the Principal can also vary greatly depending on the demands at any given time. Priority must be given to the pupils, staff and overall running of the school.

Teachers will respond as soon as it is practicable understanding that teachers' workloads vary considerably depending on the requirements of the children in their care. However, communications of an urgent nature are always prioritised.

Teachers on leave of absence will not reply to Aladdin messages or to emails whilst on leave.

If a matter is urgent, please contact the school by phone on (01) 2875684

### **Communication of Head Bumps**

#### **Procedure:**

- Administer First Aid
- Write on the red wrist band and put it around the child's wrist
- Write in the 'Head Bump Folder' in the office
- Send an email home to parents.
- Fill out an accident form and make a copy to give to parents.
- Send a copy of the form home for parents to sign
- File the form in the office

### **Formal Parent/Teacher Meetings**

#### **Details:**

Formal Parent/Teacher meetings will be held once a year. They will take place towards the end of November. Parents will be given the option of attending in person or receiving a meeting via a phone call. They will receive an invitation, via Aladdin Connect, to select a suitable time from the available slots. The Special Education Teacher will also be available for formal parent/teacher meetings. In the case of separated parents, requests can be made by both parents, for an individual meeting with their child's teacher(s).

#### **Communication of:**

The purpose of the Parent/Teacher meeting is:

- To establish and maintain good communication between the school and parents
- To help teachers/parents get to know the children better as individuals
- To help children realise that home and school are working together.
- To share the problems and difficulties the child may have in school
- To review with the parent the child's experience of schooling
- To learn more about the child from the parent's perspective
- To identify areas of tension and disagreement
- To identify ways in which parents can help their children
- To negotiate jointly decisions about the child's education
- To inform the parents of standardised test results according to school policy

### **Communication by Email/Aladdin Complaints Procedure:**

There is an agreed procedure for dealing with complaints. Parents should refer to St. Patrick's NS Complaints Procedure, which is available on the school website or on request.

## **Communication with the Board of Management**

The BOM is a corporate entity and as such it acts together as a unit comprising representatives of parents, teachers, the community, parish and management.

### **Procedures for Communication between School Staff:**

The school encourages openness in internal communication and the sharing of relevant and appropriate information through a variety of mechanisms.

- **Staff Email:** Each staff member is assigned a school email address. This is for teacher's professional use and is used for school/professional work only. Teachers may use this email address for liaising with parents and/or the wider school community. The use of email for students and parents is at the discretion of each class teacher.
- **SharePoint** - School documents are shared between teachers on SharePoint.
- **School Calendar**- School events are shared on Microsoft 360 electronic calendar.
- **Aladdin** - Staff communicate important school related messages via Aladdin
- **The Intercom** is used for messages that need to be communicated to students and staff
- **Whats App** groups are used to communicate school related news and arrange meetings.

Croke Park hours are used for monthly staff meetings, held every Tuesday. Teachers meet as a whole group for most of the allocated time. From time to time, teachers may be asked to break up into their class groupings to formally plan for teaching and learning in a particular area of the curriculum.

Teachers at each class level meet informally on a regular basis to collaboratively plan for their respective classes.

### **Communication among Students:**

To assist in creating and maintaining a safe and comfortable environment for learning, all students are expected to treat one another, school staff, parents and the school community in a loving and respectful manner.

Learning good social and interpersonal skills with one's peers is an important part of school life. Everybody in our school community is required to treat all students with consideration and respect and to have regard for the rights and feelings of others.

Our students are afforded the opportunity to communicate their ideas to each other and the staff through class discussions, debates, Active Flag Committee, Student Council, Amber Flag Committee etc.

### **Communication with External Agencies:**

- **NEPS:** The Principal liaises with National Educational Psychological Services with regard to making referrals where necessary. One-to-one meetings with Parents/Guardians to discuss assessments are organised by the Deputy Principal. The necessary paperwork in relation to an assessment is undertaken by the Deputy Principal in consultation with the class teacher of the child in question. All communication with external agencies is done through the school.
- **Tusla:** The DLP, the Principal, liaises with the services of Tusla with regard to child welfare. This includes the National Education and Welfare Officer regarding child attendance at school and social services regarding child protection.
- **Students on Placement:** All student teachers on placement will be supplied with a pack containing updated Child Safeguarding Statement along with timetables, class lists etc. The teacher, to whom they have been assigned, will be responsible for mentoring them and communicating all relevant information. Support is provided if required. On-going evaluation and support are provided by the class teacher in the form of observation of classes, support with planning and constructive feedback given periodically.

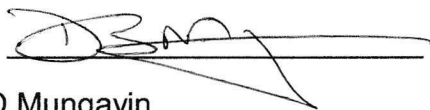
### **Implementation**

This policy will be implemented from the date of its ratification by the Board of Management. All relevant parties are fully briefed on their roles and responsibilities.

## Ratification and Communication

This Communication Policy was ratified by the Board of Management on the 13th of January 2025 and became school policy from that date.

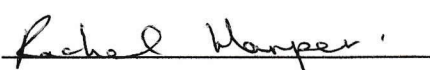
A copy of the policy was provided to all staff, members of the Board of Management and parent representatives. It is available to all parents/guardians on the school website and through the school office

Signed: 

Canon D Mungavin

Chairperson

Board of Management

Signed: 

R Harper

Principal

Date: 13<sup>th</sup> January 2025

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