

Glasnevin Educate Together National School,
Griffith Avenue, Glasnevin, Dublin 11



Communication Policy

Introductory statement

This policy was developed by the staff of Glasnevin Educate Together in consultation with the Board of Management and the Parents/Guardians of our pupils. Its purpose is to provide information and guidelines to Parents/Guardians and staff on parent/staff communication.

Rationale

Positive and respectful communication is essential to maintaining a positive working and learning environment in our school. In recognition of this fact, Glasnevin Educate Together National School has in place a policy on communication between the various individuals, groups and organisations that constitute the school community.

Creating an atmosphere of mutual respect in a happy, caring and supportive environment means that people feel included, consulted and informed. To contribute to ensuring inclusivity and co-operation, this policy emphasises maintaining and improving the current channels of communication among the users of the school and with the partners in education.

Aims

Our aim is to promote and support good communication structures between all of those in our school community - staff, children, Parents/Guardians and Board of Management.

Staff Communications

- In addition to the formal communication that takes place during staff meetings, the Principal undertakes to make herself available, to any member of staff who wishes to discuss school matters with her.
- The whiteboard & notice board in the staffroom are used for general updates and information.
- Emails and Aladdin (school management system) are used for circulating minutes of staff meetings and daily correspondence. Cubby holes are used to circulate hard copies of correspondence where necessary.
- Principal or school secretary may send staff reminders or notification of emergencies, such as school closure, through text.
- Teachers regularly carry out formal & informal meetings on a daily basis, before, during and after school. This process of communication is ongoing and continuous.

Communication with Parents/Guardians and the School

Parents/Guardians are the primary educators of their children. In the best interests of their child, Parents/Guardians are encouraged to:

- Develop close links with the school
- Participate in meetings in a positive and respectful manner, affirming the professional role of 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 the Educate Together Charter
- Become actively involved in the PTA or other parent-led activities
- Participate in policy and decision-making processes where appropriate
- The school endeavours to ensure clear communication and cooperation between the school and home. As a result, there are various modes of communication in place to encourage this.

General Communication

- Open Day for incoming Junior Infants & open night for Parents/Guardians of incoming junior infants take place in June.
- First day at school 'meet and greet' for Parents/Guardians of new junior infants in the school hall/library.
- Parents/Guardians of children who are new to the school receive a copy of the School Information Booklet.
- Parent/Teacher Meetings occur *annually* for all classes, usually in November.
- Meetings with Parents/Guardians whose children have special needs take place as arranged between the class teacher and/or support teacher and relevant Parents/Guardians.
- End of year pupil reports are issued on children's progress in all classes in June using a standard NCCA report card template. In the case of Parents/Guardians who are separated, requests can be made for the issue of two report cards.
- The school website: <https://get.ie/> & Twitter account - @GlasnevinETNS
- The school can be contacted by email to scoilgetns@gmail.com. The school secretary will receive these emails and will forward them on to the relevant staff member (Principal, Deputy Principal, Class Teacher etc.)
- Weekly newsletter to keep Parents/Guardians up to date with school events and activities circulated by email with a link to the school website. This may include messages from the BOM, PTA, in-school committees, ECA, Teachers or other relevant external agencies.
- Phone; used to inform Parents/Guardians of accidents, arrange appointments.
- Text a parent; used to alert Parents/Guardians to events, messages or emergencies.
- Since October 2019 we use Aladdin Connect App to communicate with parents/guardians.

- PTA & BOM meetings minutes are posted each month on the school notice board

It is important that the school is informed of family events/situations that cause anxiety to your child and may adversely affect his/her education.

In all matters pertaining to the wellbeing and education of pupils, only the Parents/Guardians named on the enrolment form will be consulted by the teachers.

Communication with Class Teacher

- Our open-door, friendly approach encourages regular face-to-face contact. The majority of parent/teacher communications can be dealt with on an informal basis. Short messages (e.g. quick transfer of info) can be communicated at the beginning or end of the school day.
- Notes to and from home in the homework folder/ Homework Diary
- Correspondence via school email- scoilgetns@gmail.com
- Teachers may communicate with Parents/Guardians by phone if needed.
- The teachers use Aladdin Connect App to communicate classroom information with parents/guardians
- Any issue that requires discussion necessitates making an appointment to see the class teacher. Informal meetings are encouraged at the request of either parent or teacher. These meetings can be arranged by appointment. If a Parent/Guardian wishes to consult with a teacher, appointments can be scheduled through the school office. The parent or guardian may also briefly and informally request a time at the beginning /end of a school day with the class teacher. If a parent has any concerns about their child, they are advised to speak directly to the child's teacher.
- Some Parents/Guardians whose children may have additional learning and behavioural needs may have individual communication arrangements in place with the class teacher, for example communication notebook, emails, photos. These will be agreed between the class teacher and Parents/Guardians where it is deemed necessary.

Parent Teacher Association (PTA) Communication

The committee of the Parent Teacher Association aims to promote the interest of all pupils at Glasnevin Educate Together National School in partnership with the B.O.M., the principal, & staff members.

The committee of the Parent Teacher Association meet on a monthly basis throughout the school year. The function of these meetings is to plan for school activities, to discuss and organise fund raising activities and to discuss general whole school matters (of concern) relevant to the parent body in the school. (The wider parent body/Individual Parents/Guardians) are encouraged to assist at the various events organised for Parents/Guardians and pupils throughout the school year.

- The teacher representative(s) on the PTA and the principal liaise between staff and PTA.
- The PTA communicates with parents/guardians through the school newsletter, the website, text messages the PTA Facebook page (kept updated by one specific member of PTA) and the school notice board (outside principal's office).
- The PTA has representatives from classes who are responsible for communicating with their class about PTA events and seeking volunteers. A class group email is in place between Parents/Guardians who consent to participating (only available to each specific class and the Parents/Guardians therein.)
- A class contact list may be set up by the PTA representatives for each class; this list may not be used for advertising, complaints, or for school matters concerning any child, parent/guardian or staff member. They shall only be used for general organizational and social purposes.

For information on complaints please refer to the school's complaints policy.