



## *Scartleigh National School*

SALEEN, CLOYNE, CO.CORK.

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www.scartleigh.com

School roll number 17600S  
Charity regulator number 20206217

## **Scartleigh National School**

**Cairde le Chéile ag Foghlaim**

## **Parent/Staff Communication Policy**

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### **Introduction**

This policy was reviewed by the staff of Scartleigh NS, the Board of Management and the Parents Association in the school year 2021.

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

At Scartleigh National School, regular orderly parent-teacher communication is welcomed throughout the duration of the pupil's education at the school and home-school links are actively encouraged.

Members of the B.O.M., teaching staff, support staff, administrative and maintenance staff strive to create an open and welcoming atmosphere where good communication are fostered and developed.

### **Aims of Communication Policy**

- To build a school communication which is supportive of pupils, staff and all members of the school community who serve the school.
- To establish procedures for the sharing of information in relation to pupil progress, needs and attainment.
- To enrich and optimize the educational opportunities provided for our pupils by accessing the skills and talents of all of the school community.
- To promote a culture of partnership in the education of our children.

### **Types of parent-teacher / home-school communication at Scartleigh National School:**

- Informal parent-teacher contact.
- Formal parent-teacher contact.
- Specially convened parent-teacher meetings.
- Pre-enrolment/enrolment of new entrants to the school.
- Written progress reports.
- Newsletters.
- Text message to parents/guardians.
- Notice board.
- Information leaflets/forms.
- School website.
- Aladdin.
- Google Classroom.
- Information meetings.
- Board of Management.
- Parents Association.

### **Arranging to meet the class teacher**

If a parent needs to meet his/her child's class teacher he/she is most welcome to do so.

*Parents can arrange an appointment through the school by emailing [secretary@scartleigh.com](mailto:secretary@scartleigh.com) or by emailing the class teacher.*

Parents should, in the first instance, arrange to meet their child's class teacher to discuss concerns regarding their child. Teachers are happy to speak to parents and to help solve problems relating to pupils and their progress in school.

If a parent has further concerns s/he should arrange to speak to the Principal who will endeavour to assist in resolving any school-related problems a pupil may have.

Should a parent still feel that the problem or complaint has not been resolved satisfactorily s/he may decide to take the matter further.

An agreed complaints procedure involving all the representatives in the education process (teachers unions, managerial bodies and DES) was devised in 1993 and the steps necessary to resolve school-related complaints are clearly laid out.

*Parents are reminded that Scartleigh National School is always prepared to listen and it is the policy of the school to resolve difficulties at an early stage in the interests of pupils.*

**Informal parent-teacher contact** occurs regularly in the school as parents bring and collect children.

***Regretfully, teachers are unable to enter into consultation with parents during formal teaching time, between 8.40am and 2.40pm. If a parent wishes to pass on information to the child's class teacher during these times he/she should email/phone the school secretary.***

In the event of an emergency occurring during school holidays/outside of school hours, contact with the school principal/school authorities may be made via email or alternatively a message may be left on the school answering machine service.

Scartleigh NS strongly encourages all parents to participate in these individual consultations. They provide a valuable opportunity for parents to learn about their child and to get advice about their child's learning needs.

Follow-up meetings can be arranged if the need arises.

**Meetings with Special Education Teachers:** Parents of pupils who are in receipt of extra learning support are required to meet with the Special Education teacher in order to discuss the learning needs of their child.

Parents are expected to participate as partners in the formulation of a **Pupil Support Plan** if their child is in receipt of support for low incidence learning difficulties.

Parents whose children are in receipt of special education for high incidence learning needs (eg. reading support) are expected to attend meetings with the special education teacher and to assist in the formulation of a **Pupil Support Plan**.

**Annual Progress Reports** detailing pupil progress during the academic year are released via Aladdin in June. Teachers spend quite some time collating these reports. Parents are advised to keep these reports in a safe place for reference as they may be required if the child changes school. They are also useful in building a profile of a pupil's learning strengths and needs.

Registration of new entrants: Parents of all new entrants are required to complete an enrolment form for their child. (See admissions policy <https://www.scartleigh.com/school-policies> )

**Information meetings** are organised as the need arises to advise parents of educational and curricular matters of relevance to their child's education and welfare.

**Newsletters:** These are issued regularly by the principal and distributed via email.

**Text Message to Parents:** This facility is used to remind parents of events/changes to schedules etc. as necessary.

**Information Leaflets/Forms** from the HSE, DES or other bodies directly connected with education and welfare of pupils in the school will be emailed to parents from time to time.

**A designated communications notice board** with school and community information is situated at the school entrance and important notices may occasionally be posted on the front door.

**Website:** Our website address is <https://www.scartleigh.com> The website is maintained and updated on a regular basis.

**Aladdin:** Our school uses the Aladdin School software service [www.aladdin.ie](http://www.aladdin.ie) for administrative and communicative purposes. The Aladdin connect portal is part of this and gives parents secure access to messages from the school and to details of their child's attendance, test results, report cards etc. via a secure login from an internet browser.

**Google Classroom:** This online platform is used by class teachers for communication, homework instruction and providing additional teaching and learning material. All students have their own GSuite account and access to their class page. Parents are expected to monitor and supervise their child's online learning interactions (Please see G-Suite Policy – <https://www.scartleigh.com/school-policies> ).

<b>Scartleigh NS Online Communication Platforms</b>	<b>Used for:</b>
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Aladdin	Notifying the school of your child's absence/late arrival to school. Viewing your child's report card, permission slips, updating information (address, medical needs, mobile numbers etc.)
Easy Payments Plus	School Expenses/Payments
<a href="mailto:secretary@scartleigh.com">secretary@scartleigh.com</a> *	Urgent messages (early collection/change of collection times)
Google Classroom	Homework instruction, learning material, class updates and reminders from class teachers.
<a href="mailto:(teachersfirstname.surname)@scartleigh.com">*(teachersfirstname.surname)@scartleigh.com</a>	Urgent matters in relation to the welfare of your child. Arranging a phone call/meeting with class teacher to discuss an issue.
<a href="mailto:principal@scartleigh.com">principal@scartleigh.com</a>	Urgent/Confidential matters in relation to your child/family.

\*The school secretary is the main point of contact for urgent matters that need to be resolved within the school day.

\*All emails to class teachers are checked and responded to within school hours before or after teaching time. Please observe school hours when contacting members of staff.

### Parents Association

Scartleigh Parent's Association represents the parents of the school. The committee of the parents association aims to promote the interests of all pupils at Scartleigh National School in partnership with the B.O.M., the Principal, the teaching staff, support staff, administrative and ancillary staff.

The committee of the Parent's Association meets on a regular 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 matters of concern to the parent body in the school. The principal has regular contact with the association.

Individual parents are encouraged to assist at the various events organised for parents and pupils throughout the school year.

## Board of Management

Scartleigh National School has a properly constituted Board of Management comprising representatives of the trustees, community representatives, teacher representatives and two elected parent representatives. The B.O.M. meets on a regular basis.

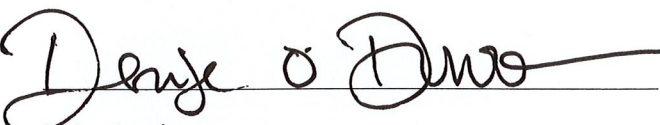
## Implementation and Communication

This policy has been devised in consultation with the staff of Scartleigh NS, the Parents Association and the Board of Management.

This policy was ratified on the 29/11/2021 and will be reviewed regularly in accordance with DES requirements and the changing needs of the school community.

Signed: 

Chairperson of Board of Management

Signed:   
Principal

This policy was reviewed by the Board of Management on 13/09/2022..

Signed: Thomas Carley

Signed: Denise O'Donovan

Chairperson of the BOM

Principal/Secretary of the BOM

Date: 13/9/22

Date: 13/9/22.

This policy was reviewed by the Board of Management on \_\_\_\_\_.

Signed: \_\_\_\_\_

Signed: \_\_\_\_\_

Chairperson of the BOM

Principal/Secretary of the BOM

Date: \_\_\_\_\_

Date: \_\_\_\_\_

This policy was reviewed by the Board of Management on \_\_\_\_\_.

Signed: \_\_\_\_\_

Signed: \_\_\_\_\_

Chairperson of the BOM

Principal/Secretary of the BOM

Date: \_\_\_\_\_

Date: \_\_\_\_\_