

Parent/Teacher Communication Policy

of

Bweeng National School

Introductory statement

This policy was developed by the staff of Bweeng National School in consultation with the Board of Management and the parents of our pupils. Its purpose is to provide information and guidelines to parents and teachers on parent/teacher meetings and parent/teacher communication in our school. Effective communication between teachers, Principal and parents is imperative and is in the best interests of the children's education, care and wellbeing while in school.

Rationale

Bweeng N.S. seeks to enable each child to develop his/her full potential in a happy learning environment. This work is best done when there is a high level of openness and co operation between staff, parents and pupils.

There are a number of structures in place to facilitate good communication links between parents and teachers:

- Meeting for parents of new Junior Infants –January
- Meet the teacher and class mates for new infants in May/June
- Parent/teacher meetings one-to-one in November each year.
- Parents receive a school report of each pupil at the end of each school year; this report includes results of standardised tests for children in 1st-6th class.
- Meetings with parents whose children have special educational needs.
- Consultation throughout the year; facilitated by arranging an appointment through the office.
- Written communications (letters, text messages, emails, bulletins, newsletters).
- Parents are invited to discuss and contribute to the drafting and review of school policies. Decisions taken to change current policies and procedures or to introduce

new ones will be made known to all parents in written format via the school bulletin and /or website.

- Regular bulletins keep parents up-to-date with school events, holidays and school concerns.
- End and start of term newsletters focus on school events and activities.
- Homework bags (Junior and Senior Infants)
- Homework journals 1st – 6th class, used to relay messages between parents and teachers. Parents requested to sign diary each night to confirm that homework has been completed.
- Parents are invited to family masses and school concerts.
- Involvement of parents in the ‘Religion Alive O Programme’ section for parents and in preparation for First Communion and Confirmation as appropriate.

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

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.

Parent/teacher meetings

Formal Parent-Teacher meetings are held outside of school hours.. A letter is issued to each child, giving the dates and time of the meetings. Parents may also be allocated an additional time to meet with their child’s support teacher (if applicable).

If custody of a child is shared, requests can be made by both parents to meet their child’s teacher(s) individually for parent/teacher meetings.

The aims of Parent/Teacher meetings are:

To let parents know how their children are progressing in school

To inform teachers on how children are coping outside school

To establish an ongoing relationship and communication with parents

To help teachers/parents get to know the children better as individuals

To help children realise that home and school are working together

A teacher or a parent may request a parent-teacher meeting at any time by email for reason of teaching, learning or behaviour management issues. Every effort will be made to arrange a meeting at the earliest possible opportunity.

Informal Parent/Teacher Meetings

Communication between parents and teachers is to be encouraged.

Arranging parent/teacher meetings within the school day while children are in school is difficult. However, parents are welcome to speak to the Principal or teacher(s) at an agreed appointment time.

Meetings with the class teacher at the class door to discuss a child's concern/progress is discouraged on a number of grounds

- A teacher cannot adequately supervise his/her class while at the same time speaking to a parent.
- It is difficult to be discrete when so many children are close by.
- It can be embarrassing for a child when his/her parent is talking to the teacher at a classroom door.

However, it is understood that occasions will occur where a parent needs to speak to a teacher urgently. Sometimes these meetings need to take place without prior notice. The Principal will try to facilitate such meetings making every effort to ensure that the children in the class do not lose out on any of the teaching/learning time.

If parents wish to drop in lunch boxes, sports gear etc, this can be done through the secretary's office as it is important to keep class interruptions to a minimum.

Communication on school matters or on individual pupils through social media, through text message or phone calls on teachers personal phones is not allowed(GDPR)

Each teacher has an email address that they can be contacted on if they need to arrange an appointment with the teacher. We would ask parents not to contact teachers by email outside the hours of 8.30am and 4pm on school days, as this is outside of school time and emails will not be answered until the next school day. The wellbeing of staff is very important in our school and every individual has a right to switch off from their job.

School Website: www.bweengnationalschool.ie

Complaints Procedure

There is an agreed procedure for dealing with complaints. Parents should refer to this Complaints Procedure (available on our website).