

Scoil Bhreandáin Naofa

St. Brendan's National School

Draft Policy on Communication Procedures

Introductory Statement

This policy was updated in August 2022.

Rationale

Our school community consists of staff, pupils and parents. In order for our school to run effectively, clear, concise communication procedures are necessary.

Relationship to characteristic spirit of the school

As a Catholic School we endorse the Catholic ethos. We are a Christian group of pupils, parents, staff and management who share a similar vision. We live out the Christian message by handing on the faith and Christian values.

We cherish our pupils equally and recognise the uniqueness of each child, we work together so they may all reach their potential in all areas of the curriculum.

The aim of our school is:-

1. To enable a child to live a full life as a child and to realise his or her potential as a unique individual.
2. To enable the child to develop as a social being working and co-operating with others and so contributing to the good of society.
3. To prepare the child for further education and life long learning.

Aim

Our aim is to inform staff, pupils and parents of all communication procedures

Policy Content

Staff-Pupil Communication

- Communication takes place throughout the school day, in the classroom, in the corridor, in the school yard and it is a two-way process.
- School communication is predominantly through text and notices on the school website.
- If any communication is in hard copy the eldest in each family is given all the written correspondence from the school.

Principal – Teacher Communication

- Principal communicates with teachers in person, or via notes, email, telephone calls or texts.
- Each teacher receives the parental texts.
- The notice board in the staffroom is used to display department circulars, correspondence from the Teacher Centre and other relevant correspondence.
- The teachers inform the Principal about requests for personal leave days.

- Post items are organised and distributed to the relevant staff.

Staff meetings

- Informal staff meetings are often held throughout the day to discuss school matters.
- There are a number of formal staff meetings in the school year.
- All staff have an input into the agenda at staff meetings and planning days.
- A staff member records decisions made at staff meetings, which are typed up following the meeting and distributed to staff.
- Decisions are made after consultation. If a consensus cannot be reached, the Principal will make the decision.
- Everybody's opinion will be heard on important issues.
- Support staff meets with class teacher twice a year to plan SSP for their pupils.

Teacher to teacher communication

- The staff representative on the Board of Management reports back to the staff the agreed report of the B.O.M.
- The Principal reports back to the staff on the issues that arose at the Parents Association meeting.
- The teacher representative of the I.N.T.O. distributes the In Touch Magazine, displays I.N.T.O. data on the notice board.

Communication between parents and staff

Communication between parents and staff take place in the following ways:

- School diaries/Homework folders
 - Absence notes
 - Notice of appointments
 - Notes about homework
- Text
- Telephone calls
- Email
- School calendar
- Notice boards
- Meetings, e.g. reception meetings, sacramental meetings, sex education nights, Parents' Association meetings etc.
- If children are sick in school, contact is made by telephone.
- All parents are informed of the yearly calendar along with being reminded of upcoming free days by text linking to a post on www.eyrecourtns.ie
- Parents are asked to inform the staff on the following issues.
 1. After a child has been sick
 2. Explanation for absence
 3. Dates for appointments
 4. If the child has any medical problems
- If the parents visit the school during the day with items/messages for their children, they may ring the buzzer at the front door and await a response.
- Formal parent-teacher meetings take place in Term 1
- Teachers will meet with Parents and vice versa if requested.
- Teachers can meet with parents when the children are collected a 2 p.m. and 3 p.m. informally.
- Parents wish to discuss their child's development or any other issue with the teacher, the following procedures are adopted.

1. An appointment is made through the office stating the purpose of the meeting.
2. A day and time appropriate to both parties is agreed on
3. Teacher's class will be supervised
4. Parents and teacher meet in a free room
5. If the teacher needs the support of the Principal he/she will be present at the meeting.

Liaison with schools

- Teachers from second level schools speak with our senior class teacher, SET and principal about their new pupils.
- If children leave our school during the year a report is sent to their new school on request.
- If a child is enrolled in our school during the school year, the Principal informs the previous school regarding the date the child first attends and requests the relevant information pertaining to that child.

Ratification and Communication

This policy is to be reviewed and ratified by the board of management at the September 2022 meeting.

This policy was reviewed by the Board of Management on

Signed: _____

Signed: _____

Chairperson of Board of Management Principal

Date: _____

Date: _____

Date of next review: