

Griffith Barracks Multi Denominational School

Communication Policy and Procedures

Introduction

This policy was drafted by the Board of Management of Griffith Barracks Multi Denominational School in March 2016 and will be regularly reviewed.

Communication

Aim:

This policy was put in place to ensure:

1. adequate communication to all stakeholders in the school.
2. Clearly outline procedures for parental complaints

The following methods are in place in the School:

In-School communication

The following tools of communication are in place in Griffith Barracks Multi-Denominational School

- Staff meetings
- Staff meeting minutes and agenda on one note
- Aladdin (administrative software)
- Daily Update on staff one note
- Oral notices to teachers by the Principal
- Staffroom noticeboard with calendar laid out six weeks in advance (whiteboard)
- School-shared calendar
- Assembly
- Regular classroom visits by the Principal
- Schedule of 6 committees every year which include all teachers working on School Self Evaluation and curriculum Development

Home-School

The following measures endeavour to ensure co-operation between school and home:

- School newsletters – A weekly school newsletter sent out by email every Thursday
- School notice board which is situated just outside the secretaries office in the yard
- School website
- Drop your child to class days
- Homework journals
- Notes to parents on specific issues
- Parent helpers on tours, trips, camogie, hurling, athletics, school musical and other events
- Ready Set Go Maths, Power Hour
- Parent-Teacher Meetings which we use Aladdin connect to schedule
- School reports
- Meeting parents face to face (by appointment)
- Phone calls and emails
- PA notices in newsletter
- Stakeholders annual meeting – Student Dáil, Patron, PA, Staff.

- Class information Morning (Every September/October)
- Participation in events in the school
- Participation in relevant policy review

Structures in place to facilitate open communication & consultation with Parents

- Meeting for parents of new Junior Infants – May each year.
- Parent/teacher meetings one-to-one in November for Senior Infants to Rang 6 and Junior Infant meetings are held in February.
- Parents receive school report of each pupil at the end of each school year
- Meetings with parents whose children have additional needs
- Consultation throughout the year
- Written communication in the homework journal or by note to Junior and Senior Infants.
- The use of online platforms of Seesaw, Flipgrid, Microsoft teams to support the learning of the children and to increase participation from home. Seesaw is especially used in Junior Infants to 2nd Class with Microsoft Office used for the older classes.
- The Thursday newsletter keeps parents up to date with school events, holidays and school concerns.
- Homework diary 1st – 6th class, used to relay messages which are signed between parents and teachers. Parents requested to sign diary each night to certify that homework has been completed. We also use Aladdin to share homework.
- Parents are invited to Winter and End of Year celebrations
- Involvement of parents via the Ethical Education sub-committee, Parents Association, Patron, BOM and the Patron committee
- Participation in paired reading projects, Ready Set Go Maths, Guided reading
- Involvement in school trips
- Monthly update by Principal to Parents' Association
- Class Rep system – Each class has two class Reps who liaise with the teacher
- Annual class orientation meeting for each class where parents are invited to the classroom to hear the teachers plan for the year and the processes and routines of the classroom etc.

It is vital that the school is immediately informed if 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

The aim of Parent/Teacher meetings is:

- 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 in school and at home
- To help children realise that home and school are working together
- Each teacher will hold an individual conference with the child before the meeting so that their voice is included in the discussion

Informal Parent/Teacher Meetings

1. Communication between parents and teachers is to be encouraged.
2. Arranging parent/teacher meetings within the school day while children are in school is difficult. However, parents are welcome to speak to the teacher or principal at an appointed time. Zoom meetings and phone calls are also used regularly.
3. Meetings with the class teacher at the class door to discuss a child's concern/progress is discouraged on a number of grounds:
 - a. A teacher cannot adequately supervise his/her class while at the same time speaking to a parent,
 - b. It is difficult to be discrete when so many children are standing close by,
 - c. It can be embarrassing for a child when his/her parent is talking to the teacher at a classroom door.

Occasions occur where a parent needs to speak to a teacher urgently. Sometimes these meetings need to take place without prior notice. The Principal will 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.

Parents are strongly discouraged from taking pupils out of school during term time in order to facilitate family holidays.

Formal Meetings

Formal timetabled parent/teacher meetings take place in November. However, if a parent wishes to arrange a meeting at any stage during the year to discuss their child, they may do so by prior appointment.

- These meetings are arranged by talking to the teacher at the end of the school day, via a note in the homework journal to arrange a time suitable to both parties through the teacher's email address at firstname.surname@griffithbarracks.ie or as a request through Rene in the school office at office@griffithbaracks.ie
- These meetings can only relate to the parent's own child.
- All communication sent from the school will be sent to the parent's email as given on the enrolment form, unless otherwise requested by parents.
- Our complaints procedure exists in order to provide a fair, clear and respectful system in which to make a complaint. It is important to follow it, adhering to each stage.'

Complaints Procedure

1. The Complaints Procedure can be accessed through the Complaints Procedure for Griffith Barracks Multi-Denominational **School** on the school website.

Protocol for the Involvement of Parents in notable issues that arise in School

This document outlines our protocol on how we involve parents in dealing with notable issues arising in school.

In the context of our policies on anti-bullying, parental involvement, child protection and our code of conduct... the following outlines how and when we typically communicate with parents.

- The following protocol relates to either a pattern of behavior or a matter that is deemed to be significant by the teacher i.e. outside of the norm of a one-off incident being reported, unless that incident is of a notable event that is in violation of our Code of Conduct.
- The teacher may need to observe pupil interactions prior to discussing a matter with parents.
- The class teacher informs all parents of involved children
- This may be done in person / by letter or by phone
- A meeting may be arranged or in some instances a detailed phone conversation may be had.
- The matter at hand will be discussed; facts as they are perceived will be relayed.
- The parents will be asked for any additional information they may have.
- The class teacher will only discuss specific details that relate to the child in question (not discussing matters relating to another child).
- Where necessary, another child may be alluded to, but without naming the other child and we ask parents to be respectful of the restrictions under which the teacher operates, i.e. not being at liberty to discuss another child.
- The teacher will outline the desired course of action to address the matter, in keeping with our relevant policies.
- A follow up date to meet / speak will be scheduled if necessary so that the parent can be informed of developments.

In exceptional circumstances, the class teacher may feel it beneficial for both the parents and the child to attend a meeting together.

The above is conducted in a manner so that all partners in the school community (i.e. children, staff and parents) feel safe, respected and valued in accordance with our Code of Conduct.