

Parent / Teacher Communication Policy

Introductory Statement

The purpose of this statement is to provide information and guidelines to parents and teachers on Parent/Teacher Meetings and Parent/Teacher Communication in Kilchreest school. We acknowledge the home as central to the development of the child and the nurturing of Christian values. The school and the family strive to be mutually supportive of each other so that the child's education can be effective.

Parents are encouraged to;

- Develop close links with 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 its ethos, values and distinctive character
- Become actively involved in the school/parent association
- Participate in policy and decision-making processes affecting them

School Structures in place to facilitate Parent/School Communication

- Information meeting for parents of new Junior Infants in May/ June
- Parent/Teacher Meetings one-to-one for the whole school in mid-late November.
- Meetings with parents with children with special needs
- Meetings with parents to develop IEP's
- Text-a-parent in place to send out messages to parents
- Appointment with a class teacher at an agreed appointed time
- Letters from school to keep parents updated on all school matters
- Homework diary to facilitate short messages between parents and teachers
- Invitations to parents to school activities/celebrations e.g. Masses/concerts/plays/Book Fair
- Newsletter to keep parents up to date with school events/activities.

Parent/Teacher Meetings

Aims:

- to inform parents of their children's progress at school
- to inform teachers how children are coping outside school
- to establish an on-going relationship between home and school
- to help children realise that home and school work together for their benefit.

Formal Meetings

- Formal meetings take place in mid-late November.
- Each meeting will be of ten minutes duration.
- Every effort will be made to facilitate a suitable time.
- 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.

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. Informal communication can take place before school begins in the morning and at afternoon collection times. This informal chat is very important.

However meetings with class teachers at the classroom door to discuss a child's concerns/progress is discouraged on a number of grounds:

1. A teacher cannot adequately supervise his/ her class while at the same time speaking to a parent.
2. It is difficult to be discreet when so many children are nearby.
3. It can be embarrassing for a child when his/her parent is talking to the teacher at a classroom door.

It is acknowledged that a parent may need to speak with a teacher urgently. Sometimes such a meeting may need to take place without prior notice and every effort will be made to facilitate this if possible at that time.

Parents' Association

A Parents' Association is in existence in the school. Membership is open to all parents/guardians of all pupils enrolled in the school. It promotes the interests of the pupils in co-operation with the Board of Management, Principal and Staff. The parent body has a wide range of talents, abilities and skills that have the potential to enrich and extend the educational opportunities provided for pupils.

Responsibilities of Parents:

- To see that their children attend school regularly and punctually
- To supervise homework and ensure it is completed
- To reinforce and support the maintenance of school rules and the school Code of Behaviour

Responsibilities of the school

- To act in *loco parentis* in the education and care of the children
- To treat each child with respect and dignity
- To promote the development of the full potential of each child in each area of the curriculum

Review and Monitoring

This policy will be reviewed as the need arises by the Staff, Parents' Association and Board of Management as the need arises.

Signed:
