

## *Parent/Teacher Communication*



### **Introductory statement**

This policy was developed by the staff of Scoil Mhuire in consultation with the Board of Management and the Parent Association. 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.

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

- Meeting for parents of incoming Junior Infants in June, with a follow up visit for the children in the classroom while the P.A. provide refreshments and an opportunity for new parents to get acquainted.
- Parent/teacher meetings one-to-one in November each year.
- Parents receive a school report for each pupil at the end of each school year; this report includes results of standardised tests for children in 2<sup>nd</sup> -6<sup>th</sup> class. One copy of the report is issued unless otherwise requested by parents.
- Meetings with parents whose children have special educational needs as required.
- Consultation with class teachers or Principal, on request, throughout the year.
- Written communications (letters, text messages, website bulletins, newsletters, notice boards).
- Regular bulletins keep parents up-to-date with school events, holidays and school concerns.
- The school website focuses on school events and activities and contains newsletters, important dates, photographs and also work by pupils including stories, reports, poetry and artwork.
- Homework folders (Junior and Senior Infants)
- Homework journals 1<sup>st</sup> – 6<sup>th</sup> class, used to relay messages between parents and teachers. Parents requested to sign diary each night to confirm that homework has been completed.

- Reading Logs in some classes.
- Parents are invited to school masses and school concerts, recitals ,dancing displays etc.
- Involvement of parents in the Religion Alive O Programme through the “Do this in Memory” preparation programme for First Communion and the “You shall be my Witness” programme for Confirmation.
- Participation in Book Week and Maths Week, Sports Day activities, Sixth Class Farewell Night.

It is important that the school is informed if family events/situations occur that cause anxiety to your child and therefore may adversely affect his/her education. All such information will be kept confidential.

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 in November. An appointment is issued in advance. Parents will also be able to meet with their child’s Learning Support teacher on the same evening (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 if preferred.

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 at home

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 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.

**School Website:** [www.gowranns.ie](http://www.gowranns.ie)

All newsletters and Principal's bulletins are made available through the school website.

The website presents and stores important school policy documents which are therefore publicly available.

The website has an event calendar which is regularly updated, a school news section, class sections for the children's work, photo galleries and a Parent Association section.

Parents and pupils are encouraged to visit the school website regularly to keep up to date with what's new in school.

**Complaints Procedure**

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

**Approved by the Board of Management in November 2013**

**Signed** \_\_\_\_\_

**Date** \_\_\_\_\_