

Parent / Teacher Communication

Introductory Statement

The purpose of this statement is to provide information and guidelines on Parent / Teacher Meetings and Parent /Teacher communication in St. Michael's. The home is central to the development of the child and the nurturing of 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 school
- Collaborate with the school in developing the full potential of their children
- Share the responsibility of ensuring that the school remains true to it's ethos values and distinctive character
- Participate in policy and decision- making process affecting them

Structures in place to facilitate open communication and consultation with parents:

- Incoming Junior Infants are invited to spend an afternoon in school during May/June on an arranged date.
- All parents are invited to an introductory meeting for each class in September each year.
- Parent/Teacher meetings occur during Term 1 annually.
- Meetings with SET are facilitated
- School calendar for the following school year will be forwarded to all parents in Term 3 each school year
- Parents receive school report of each pupil at the end of each school year
- Email as means of communication
- School website <https://www.cloonacoolns.ie/> provides up to date news about school events and access to policies and plans
- Homework diary 1st -6th class used to relay messages which are signed between parents and teachers
- Parents are invited to events throughout the year e.g. fundraising events, school masses and school concerts

Parent/Teacher Meetings

Formal Parent/Teacher meetings will be held once a year for all classes (Circular 14/04). Where possible, they will be held in the first term. Details regarding time, etc. will be communicated via email. The school will attempt to co-ordinate times where siblings are concerned. The teachers use prepared guidelines for the meetings and collaborate in advance about the progress of individual children. A short written record of the meeting is maintained by each teacher.

The purpose of the Parent/Teacher meeting is:

- To establish and maintain good communication between the school and parents
- To discuss how the child is progressing in school
- To help teachers/parents get to know the children better as individuals
- To help children realise that home and school are working together.
- To share with the parent any problems and difficulties the child may have in school
- To review with the parent the child's experience of schooling
- To learn more about the child from the parent's perspective
- To identify ways in which parents can help their children
- To negotiate jointly decisions about the child's education

Reporting to parents

- Parents have the primary responsibility for their children's learning and development. Schools can strengthen the capacity of parents to support their children in this way by sharing meaningful information with parents about the progress that children are achieving in the education system. This information needs to draw on the different sources of evidence that staff use, such as conversations with the learner, data-collection and documented progress on objectives and milestones reached in their short and long-term planning, examination of students' own self-assessment data, documented observations of the learner's engagement with tasks, outcomes of other assessment tasks and tests, and examples of students' work. In turn, parents will often be able to enrich staff knowledge of their students' progress through providing further information about the students' learning at home.

Informal Parent/Teacher Meetings

Communication between parents and teachers is to be encouraged. However, meetings with class teachers at class doors to discuss a child's concern/progress is discouraged on a number of grounds:

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

As all the teachers in this school, including the principal, have full-time teaching responsibilities, meetings with parents need to be pre planned. The teacher reserves the right to request the presence of the principal or another teacher during these meetings.

If you wish to discuss a particular issue with a teacher, please email the class teacher to make an appointment.

Email communication

Parent/teacher communication is also facilitated via email. All teachers have school email addresses the details of which are shared with parents. It is important to note that teachers do not access these emails outside of school hours. Considering this it would be advisable for parents to schedule emails to be sent to teachers during school hours. In an emergency situation the principal can be contacted via stmichaelsns9@gmail.com.

Formal Meetings

Formal timetabled parent/teacher meetings take place in Term 1.

Parents Association

Parents Association is in existence in our school. Membership is open to all parents/guardians of all pupils enrolled. It promotes the interests of the pupils in co-operation with B.O.M., Principal and staff. The B.O.M. and staff of this school recognises the contribution that our P. A. has made to our school.

Responsibility 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, the school Code of Behaviour

Responsibility 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

Behaviour of all Stakeholders in the School

Positive and respectful communication is of high importance to our school. This not only extends to the children but to all of the stakeholders e.g. the staff, parents and the wider community. Anyone entering our building should feel safe to do so. While the behaviour of children in our school is of vital importance, adults in the school community also have a responsibility to ensure their own behaviour models the types of behaviour expected of children.

It is important that all stakeholders are responsible for their own behaviours in the school. Examples include:

- All stakeholders are expected to speak to each other with respect. Shouting or other aggressive tones are not acceptable. If a stakeholder displays anger or aggression to another member of the school community, they may be asked to remove themselves from the building. In certain cases, the Gardaí must be called
- All stakeholders will treat our children with the utmost respect while on the premises
- Staff should not be asked to speak about another parent's child. The staff of the school will respect your child's right to privacy so it is asked that parents respect other children's rights to privacy.
- When stakeholders meet, it is important to respect that the time of meetings should be kept to a reasonable amount of time. Times of meetings should be agreed beforehand and these should be respected.
- Should a parent need to have a discussion or meeting, an appointment should be made at a convenient time for both parties. This ensures that issues can be resolved.

Ratified 2007 and reviewed 2022