

Communications Policy Inver N.S.

Inver National School is a co-educational Catholic primary school which strives to provide a well-ordered, caring, happy and secure atmosphere where the intellectual, spiritual, moral and cultural needs of the pupils are identified and nurtured.

Parents are recognised as the primary educators of their children. Teachers are recognised as professionals in education and work in partnership with parents.

At Inver National School, regular orderly parent-teacher communication is welcomed throughout the duration of the pupil's education at the school and home-school links are actively encouraged.

Members of the B.O.M., teaching staff and support staff strive to create an open and welcoming atmosphere where good communications are fostered and developed.

Aims of Communication Policy

- To build a school community which is supportive of pupils, staff and all members of the school community who serve the school
- To establish procedures for the sharing of information in relation to pupil progress, needs and attainment
- To enrich and optimize the educational opportunities provided for our pupils by accessing the skills and talents of all of the school community
- To promote a culture of partnership in the education of our children

Types of parent-teacher/ home-school communication at Inver National School:

- Informal parent-teacher contact
- Formal parent-teacher contact
- Specially convened parent-teacher meetings
- Pre-enrolment/ enrolment of new entrants to the school
- Written Progress Reports
- Notice Board
- School blog
- Text Message to Parents/Guardians via Alladdin
- Board of Management

Arranging to meet the class teacher

If a parent needs to meet his/her child's class teacher, he/she is most welcome to do so.

Parents can arrange an appointment by mentioning it to the teacher when collecting/Dropping off their child.

Parents should, in the first instance, arrange to meet their child's class teacher to discuss concerns regarding their child. Teachers are happy to speak to parents and to help solve problems relating to pupils and their progress in school. (see Grievances Policy)

Communications Policy Inver N.S.

If a parent has further concerns s/he should arrange to speak to the principal who will endeavour to assist in resolving any school-related problems a pupil may have.

Should a parent still feel that the problem or complaint has not been resolved satisfactorily s/he may decide to take the matter further. (See Grievances Policy)

Inver National School is always prepared to listen and it is the policy of the school to resolve difficulties at an early stage in the interests of pupils.

Informal parent-teacher contact occurs regularly in the school as parents bring and collect children.

Regretfully, teachers are unable to enter into consultation with parents during formal teaching time, between 9.10am and 2:50pm. If a parent wishes to pass on information to the child's class teacher during these times he/she should write a short note to the teacher. Alternatively, a message may be passed on through the school secretary or via email.

In the event of an emergency occurring during school holidays/ outside of school hours, contact with the principal may be made via email.

Formal Parent-Teacher Consultations are held annually in accordance with DES guidelines, usually in November. Parents are given at least one week's notice of these consultations. Should the appointed day prove inconvenient an alternate appointment will be arranged at a mutually convenient time.

Inver National School strongly encourages all parents to participate in these individual consultations. They provide a valuable opportunity for parents to learn about their child and to get advice about their child's learning needs.

Follow-up meetings can be arranged if the need arises.

Meetings with Special Education Teachers: Parents of pupils who are in receipt of extra learning support are required to meet with the Special Education teacher in order to discuss the learning needs of their child.

Parents are expected to participate as partners in the formulation of *Individual Educational Plans* if their child is in receipt of support for low incidence learning difficulties.

Parents whose children are in receipt of special education for high incidence learning needs (e.g. reading support) are expected to attend meetings with the special education teacher and to assist in the formulation of *Individual Pupil Learning Profiles*.

Annual Progress Reports detailing pupil progress during the academic year are issued in June. Teachers spend quite some time collating these reports. Parents are advised to keep these

Communications Policy Inver N.S.

reports in a safe place for reference as they may be required if the child changes school. They are also useful in building a profile of a pupil's learning strengths and weaknesses.

Registration of new entrants: Parents of all new entrants are required to complete an enrolment form in May.

Information meetings are organized as the need arises to advise parents of educational and curricular matters of relevance to their child's education and welfare.

Information leaflets/ forms from the HSE, DES or other bodies directly connected with education and welfare of pupils in the school will be distributed to pupils from time to time.

Occasionally the CPSMA will authorize the distribution of information to parents and pupils.

A parents notice board with school information is situated inside entrance door.

School Blog: Our Blog address is www.inver.org. The Blog will be maintained and upgraded on a monthly basis. We welcome feedback on the content of the Blog. We encourage all parents to check the Blog on a regular basis.

School Bulletin: Issued at the end of every half term to all families.

Text Message to Parents: This facility is used to remind parents of events/changes to schedules etc as necessary via Aladdin

Absences must be notified in writing to the school in accordance with N. E. W. B. requirements.

Parents Association

Inver N.S. presently has a parent's association.

The Parents' Association will aim to promote the interests of all pupils at Inver National School in partnership with the B. O. M., the principal, the teaching staff, support staff and ancillary staff..

Individual parents are encouraged to assist at the various events organized for parents and pupils throughout the school year.

Board of Management: Inver National School has a properly constituted Board of Management comprising representatives of the trustees, community representatives, teacher representatives and two elected parent representatives. The B. O. M. meets on a regular basis.

Communications Policy Inver N.S.

This policy has been devised in consultation with the staff of Inver National School and the Board of Management.

This policy was ratified on 25/11/2019 and will be reviewed regularly in accordance with DES requirements and the changing needs of the school community.

Reviewed on 14/10/2022

Signed: Chairperson of Board of Management

Geraldine Walsh