

SUNCROFT NATIONAL SCHOOL

Policy Number: 22 - PARENT - TEACHER COMMUNICATIONS REV: 2

Introductory Statement: The purpose of this statement is to provide information and guidelines to parents and teachers on Parent/Teacher meetings and Parent/Teacher communications in Suncroft National School. The home is central to the development of the child and the nurturing of Christian values. The school and the family must be mutually supportive of each other so that we can bring out the best in each child. This policy evolved after much consultation and feed back from Class Teachers, Resource and Learning Support Teachers, classroom assistants, members of the Board of Management, especially the parent's representative and Parents Council.

Parents are encouraged to

- Keep in close contact with the school
- Share responsibilities of seeing that the school remains true to its ethos and values
- Collaborate with the school in developing the full potential of all the children
- ☞ Be involved in policy and decision making processes affecting them

Structures in Place to Facilitate Open Communication and Consultation with Parents

- Meeting for all new parents, which is held as part of the Enrolment process
- AGM of parents held in September/early October each year, where the parents and B.O.M. have an open session, outlining the functions of the school, the Principal addressed the parents present, the information booklet, containing all relevant policies and the school calendar for each year, is distributed, the school accounts for the previous year are explained by the Treasurer, any unusual problems are aired, (e.g. school transport, etc.) and any committees needed for the year are elected.
- Welcome back newsletter, outlining school schedule etc.
- Issuing a Newsletter at least once a term, containing articles and photos by pupils, staff and parents of ongoing school activities.
- A Text-a-Parent facility is up and running in the school, whereby we can contact all or a specific group of parents by text message urgently. This facility is used to notify parents of notes issued at school, of school meetings, of school celebrations, of unexpected closures, etc.
- Parent-Teacher one to one meetings in the Spring Term. A formal written report is sent home at the end of the school year - All classes..
- Regular meetings with parents of children with Special Needs.
- Homework diary (Senior Infants to 6th Classes) is used to relay messages which are signed between parents and class teachers.
- Meeting re Religious preparation on Sacraments of Reconciliation, Communication

- (including “Do this in Memory of Me” and Confirmation.
- One meeting re. RSE (Human Sexuality Section) with the 6th class pupils and parents.
- Informal consultation throughout the year.
- School Website
- School Notice-board

Parent-Teacher Meetings: (Formal)

The aims of the parent-teacher meetings:

- To let parents know how their children are doing in the school
- To inform teachers of how the children are coping at home and outside of school
- To establish an ongoing relationship, trust and communications with parents
- To help teachers/parents get to know the children better individually
- To help children realise that home and school are working in tandem
- The meetings take place between 3.15p.m. and 5.45 p.m. (with the school closing 15 minutes earlier than usual) as per the DES guidelines

Responsibilities of Parents:

- To ensure that their children attend school regularly
- To supervise homework and ensure that it is completed (unless there is a valid reason)
- To reinforce and support the maintenance of school rules and the overall 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 entrusted to our care

Access to Records:

In devising this policy, we considered Section 9(g) of the Education Act 1998. Parents, as the primary educators are entitled to an account of their child’s progress at school. This includes the academic, emotional, personal, physical, moral, spiritual, social and cultural aspects of education.

Aims:

- To provide parents access to the school records for their child
- To empower parents to participate more fully in the welfare and education of their child
- To enhance communication between parent, child and teacher
- To monitor progress of each child’s development
- To ensure follow through and appropriate action to meet the child’s educational needs

Guidelines:

It is every parent’s right to be given results of tests (weekly teacher bases, Micra, Sigma Diagnostic, etc.) for their own children. If there are diagnostic results for any child, these will be given by the Learning Support Teacher involved in the supplementary teaching of

that child.

Retention of Results:

Copies of the standardized test results will be kept in a secure place for a period of 9 years after the child has finished 6th class. Copies of all other tests will be kept in the Learning Support/Resource Teachers Secure cabinet.

All Medical and Psychological results, if any, will be kept in secure cabinet in the Learning Support room.

REVISED AND UP-DATED: 7th March 2011