



Ráiteas Tosaigh

Rinne Foireann, Bord Bainistíochta agus Cumann na dTuismitheoirí Scoil Oilibhéir, an polasaí seo a fhorbairt sa scoilbhliain 2023/2024. Rinne an Bord Bainistíochta é a fhaomhadh ar an 16.1.2024

An aidhm atá ag an bpolasaí seo ná eolas agus treoirínite a sholáthar do thuismitheoirí/chaomhnóirí agus d'fhoireann na scoile maidir le cumarsáid agus le cruinnithe idir na thuismitheoirí/chaomhnóirí agus an fhoireann i Scoil Oilibhéir. Tá an teaghlach agus an baile lárnach i bhforbairt shoisialta agus intleachtúil an pháiste agus do chothú na luachanna mórálta maithe. Bíonn an scoil agus an teaghlach ar a ndícheall tacú lena chéile agus meas a léiriú ar a chéile le go mbeidh oideachas an pháiste éifeachtach. Tá sé mar aidhm ag na baill phobal na scoile obair ar son mhaithe an pháiste agus a gcuid foghlama.

Moltar do thuismitheoirí/chaomhnóirí;

- Nascanna maithe a fhorbairt leis an scoil
- Páirt a ghlacadh i gcruinnithe ar bhealach dearfach agus measúil, ag deimhniú an róil ghairmiúil atá ag baill foirne na scoile
- Comhoibriú leis an scoil le go mbainfidh a bpáistí barr a gcumas amach.
- An fhreagracht a roinnt le cinntiú go bhfanann an scoil dílis dá sainsprid agus dá cuid luachanna
- Páirt ghníomhach a ghlacadh i gCumann na dTuismitheoirí
- A bheith páirteach i bpolasaithe agus i bpróisis faoi chinntí a mbíonn tionchar acu orthu

Na struchtúir atá ann le cumarsáid agus comhairliú oscailte a éascú le tuismitheoirí/chaomhnóirí

- Cruinniú le tuismitheoirí/chaomhnóirí na Naíonán Sóisearach nua i mí an Mheithimh na bliana roimh theacht ar scoil dóibh
- Cruinnithe tuismitheoirí/múinteoirí aghaidh-le-haghaidh i mí na Samhna
- Faigheann tuismitheoirí/chaomhnóirí tuairisc scoile do gach páiste ag deireadh gach scoilbhliana
- Cruinnithe le tuismitheoirí/chaomhnóirí a bhfuil riachtanais speisialta oideachais acu
- Cumarsáid agus comhairliú i gcaitheamh na bliana
- 'Sé *Aladdin* bealach cumarsáide na scoile
- Bíonn nuachtlitir ann freisin
- Trí Chumann na dTuismitheoirí, tugtar cuireadh do thuismitheoirí/chaomhnóirí plé a dhéanamh ar dhréachtú agus ar athbhreithniú ar na polasaithe scoile. Tríd *Aladdin* agus tríd an Nuachtlitir, cuirtear tuismitheoirí/chaomhnóirí ar an eolas i scríbhinn faoi athruithe ar pholasaithe agus ar nósanna imeachta reatha
- Bíonn nuachtlitir mhíosúil chun tuismitheoirí/chaomhnóirí a choinneáil ar an eolas is déanaí faoi imeachtaí scoile, faoi laethanta saoire agus faoi chúrsaí scoile eile.
- Iarrtar ar thuismitheoirí/chaomhnóirí an dialann scoile a shíniú gach oíche. Chun an nasc idir scoil agus baile a dhaingniú, ba cheart go dtarlódh sé seo, fiú má dhéantar an obair bhaile ag club iarscoile.
- Tugtar cuireadh do thuismitheoirí/chaomhnóirí freastal ar ócáidí scoile i gcaitheamh na scoilbhliana, m.sh. lá spóirt, Seó na Nollag, Aifreann Oilibhéir, Seachtain na Gaeilge
- Páirt na dtuismitheoirí/gcaomhnóirí sa chlár i nGrá Dé

Nótaí idir tuismitheoirí/chaomhnóirí agus múinteoirí

Ón **22 Eanáir 2024**, déanfar é seo tríd an aip *Aladdin Connect* amháin. An réasúnaíocht leis seo ná;

1. Cloí leis an dea-chleachtas ó thaobh RGCS de.
2. An fhéidearthacht go leagfar eolas íogair as lámh a laghdú
3. Cumarsáid a stóráil in áit lárnach shlán
4. É a chinntiú go bhfuil na nósanna imeachta céanna i bhfeidhm tríd an scoil
 - Níor cheart nótaí idir tuismitheoirí agus múinteoirí a scríobh ó lámh sa dialann nó ar pháipéar eile.
 - Ba cheart nótaí a scríobh ar an aip *Aladdin Connect* sa rannóg *Noticeboard*.
 - Beidh na socruithe déanta le gur féidir le Múinteoir nó le Tuismitheoir/Caomhnóir nóta a thosú
 - Gheofar agus feicfeadh nótaí idir 08:00 agus 15:00 ar laethanta a bhfuil an scoil ar oscailt. Faoi réir na Treorach AE um Am Oibre agus chun an **Ceart chun Dícheangailt** a chosaint, ní sheachadfar teachtaireachtaí *Noticeboard* lasmuigh de na huaireanta seo, ná nuair atá an scoil dúnta, ná le linn na laethanta saoire
 - Beidh na nótaí *Noticeboard* ar *Aladdin* sofheicthe don mhúinteoir ranga, don Leas-Phríomhoide agus don Príomhoide.



Tá sé ríthábhachtach go gcuirtear an scoil ar an eolas láithreach má tharlaíonn eachtra ar bith a chuireann inní ar do pháiste agus a chuirfidh isteach ar an oideachas dá bharr

Maidir le rud ar bith a bhaineann le folláine ná le hoideachas na bpáistí, ní dhéanfaidh an fhoireann rud ar bith a phlé ach le tuismitheoir/caomhnóir atá luaite ar chód an pháiste ar *Aladdin*.

Teagmháil a dhéanamh le baill na foirne ar uimhreacha pearsanta/na meáin shóisialta

Táimid an-bhródúil as na caidrimh dhearfacha atá ann idir na tuismitheoirí/caomhnóirí sa scoil agus an fhoireann agus táimid sona gurb ann dóibh. Tá sé seo daingnithe mar go bhfuil cairdis agus caidrimh phearsanta idir go leor den fhoireann agus na tuismitheoirí/caomhnóirí lasmuigh den scoil, trí rannpháirtíocht i gclubanna srl. nó de bharr cairdis sheanbhunaithe. Meabhraítear do thuismitheoirí/chaomhnóirí nach mbíonn cumarsáid faoin scoil, trí ghutháin phearsanta nó tríd na meáin shóisialta, riamh oiriúnach. Iarrtar ar thuismitheoirí/chaomhnóirí meas a léiriú ar an teorainn phearsanta agus gan teagmháil a dhéanamh le baill na foirne faoi chúrsaí scoile ach amháin tríd an aip *Aladdin Connect*. Ní ceart go ndéanfaidh aon bhall foirne cúrsaí scoile a phlé trí ghuthán pearsanta ná ar na meáin shóisialta agus má dhéanann tuismitheoir/caomhnóir teagmháil a thosú, ní bheidh an ball foirne páirteach in aon chumarsáid den saghas sin.

Cumarsáid idir Tuismitheoirí/Caomhnóirí na bPáistí i Rang na Réaltaí agus an Múinteoir

I Rang na Réaltaí, coimeádfar dialann chumarsáide chruachóipe idir an tuismitheoir/caomhnóir agus an múinteoir. Déanfaidh an múinteoir ranga an dialann a sheiceáil go laethúil chun aon teachtaireacht ón tuismitheoir/gcaomhnóir a fheiceáil agus líonfaidh an múinteoir ranga an dialann de réir mar is cuí dar leo.

Cruinnithe Múinteoirí/Tuismitheoirí

Reachtálfar Cruinnithe foirmeálta Múinteoirí/Tuismitheoirí uair amháin sa bhliain do gach rang (Ciorclán 14/04). Nuair is féidir, reachtálfar na cruinnithe seo sa chéad téarma, i dtreo dheireadh na Samhna. Cuirfidh an scoil tús len iad a eagrú agus dáilfear na cruinnithe tríd an gcóras ar an aip *Aladdin Connect*.

D'fhéadfaí go dtarlódh na cruinnithe i seomraí ranga, i seomraí tacaíochta, nó le chéile sa halla spóirt. Baineann na múinteoirí úsáid as treoirilnte ullmhaithe do na cruinnithe agus oibríonn siad lena chéile faoi dhul chun cinn na bpáistí éagsúla. Coinníonn gach múinteoir taifead gairid scríofa ar an gcruinniú.

‘Sí cúis an chruinnithe Múinteoirí/Tuismitheoirí ná;

- Cumarsáid mhaith a bhunú agus a choinneáil idir an scoil agus tuismitheoirí/caomhnóirí
- Tuismitheoirí/Caomhnóirí a chur ar an eolas faoi dhul chun cinn a bpáistí ar scoil
- Cabhrú le múinteoirí/tuismitheoirí/caomhnóirí aithne níos fearr a chur ar na páistí mar dhaoine aonair.
- Cabhrú leis na páistí é a thuiscint go bhfuil an baile agus an scoil ag obair as lámha a chéile.
- Freastal ar na dualgais fhreagrachta
- Aon fhadhb/deacracht atá ag an bpáiste ar scoil a roinnt lena dtuismitheoirí/gcaomhnóirí
- Athbhreithniú a dhéanamh le tuismitheoir/caomhnóir an pháiste ar thorthaí an pháiste ar an scolaíocht
- Tuilleadh a fhoghlaim faoin bpáiste ó dhearcadh an tuismitheora/caomhnóra
- Áit a thabhairt do ghuth an tuismitheora/chaomhnóra in obair na scoile
- Cúiseanna inní a aithint agus dul i ngleic leo go réamhgníomhach
- Slite inar féidir le tuismitheoirí/caomhnóirí cabhrú lena bpáistí a aithint
- Cinntí a dhéanamh le chéile faoi oideachas an pháiste
- Tuismitheoirí/caomhnóirí a chur ar an eolas faoi thorthaí caighdeánaithe, faoi réir pholasáí na scoile;

Ghlac an Bord Bainistíochta le Ciorclán 56/2011 Céimeanna Tosaigh Maidir Le Cur Chun Feidhme Na Straitéise Náisiúnta Litearthachta Agus Uimhearthachta agus tagraítear do chumarsáid ann ar an mbealach thíos

Tuairisciú le tuismitheoirí/caomhnóirí

Is ar thuismitheoirí/chaomhnóirí an phríomhfhreagracht as foghlaim agus as forbairt a bpáistí. Is féidir le scoileanna cur le cumas na dtuismitheoirí/gcaomhnóirí tacú lena bpáistí trí eolas fiúntach a roinnt leo maidir leis an dul chun cinn atá á dhéanamh ag a bpáistí sa chóras oideachais. Is gá go dtarraingeodh an t-eolas seo ar fhoinní éagsúla fianaise a bhíonn in úsáid ag an bhfoireann, cosúil le; comhrá leis an bhfoghlaim, bailiú sonraí agus taifid ar an dul chun cinn atá déanta ar na cuspóirí agus ar na clocha míle atá bainte amach ina bpleanáil fhadtéarmach agus ghearrthéarmach, scrúdú ar fhéinmheasúnú na bpáistí, breathnóireacht scríofa ar an bhfoghlaim agus iad ag dul i ngleic le tascanna, le torthaí tascanna agus trialacha eile don mheasúnú, agus samplaí oibre ó na daltaí. Is féidir le tuismitheoirí/caomhnóirí cur go mór le heolas na foirne ar na daltaí trí tuilleadh eolais a sholáthar faoi fhoghlaim an dalta sa bhaile.



Teimpléid don Chárta Tuairisce

Ba cheart do scoileanna cabhrú le tuismitheoirí/caomhnóirí fianaise na foghlama a bhíonn á tuairisciú ag an scoil dóibh a thuiscint, go háirithe aon fhianaise ó na trialacha caighdeánaithe. Tá an CNCM tar éis réimse teimpléid a sholáthar do scoileanna le cabhrú leo eolas faoi dhul chun cinn daltaí bunscoile a thuairisciú dá dtuismitheoirí/gcaomhnóirí, agus eolas faoi na trialacha caighdeánaithe mar chuid de. Rinneadh na teimpléid CNCM a fhorbairt trí phróiseas comhairliúcháin le scoileanna agus is féidir le tuismitheoirí/caomhnóirí taighde a d'ordaigh an CNCM a chur san áireamh.

Soláthraíonn an tuairisc do thuairisciú sna réimsí tábhachtacha seo a leanas:

- Foghlaim agus gnóthachtáil an pháiste sa churaclam
- Mianta foghlama an pháiste
- Forbairt shóisialta agus phearsanta an pháiste
- Slite inar féidir le tuismitheoirí/caomhnóirí tacú le foghlaim a bpáiste

Is **gá** do gach bunscoil ceann amháin de na teimpléid a úsáid don Chárta Tuairisce (atá ar fáil ag www.ncca.ie) chun tuairisciú a dhéanamh do thuismitheoirí/chaomhnóirí faoi dhul chun cinn agus faoi ghnóthachtáil na ndaltaí ar scoil.

Cruinnithe Foirmeálta

Tarlaíonn cruinnithe foirmeálta socraithe idir Tuismitheoirí/Caomhnóirí agus Múinteoirí gach bliain i mí na Samhna. Formal timetabled parent/teacher meetings take place in November. Más mian le tuismitheoir/caomhnóir, áfach, cruinniú a eagrú chun a bpáiste a phlé ag am ar bith sa bhliain, is féidir é seo a dhéanamh ach dáta a shocrú roimhré.

- Déanfar gach cumarsáid ón scoil tríd an aip *Aladdin Connect* agus uaireanta tríd an r-phost chuig an seoladh r-phoist atá liostáilte ar an aip *Aladdin Connect*. Is faoin tuismitheoir/gcaomhnóir amháin é a chinntiú go bhfuil na sonraí seo cruinn ar *Aladdin* an pháiste agus go bhfuil siad ag fáil na bhfógraí ón aip *Aladdin*.
- I gcás tuismitheoirí/caomhnóirí atá scartha, is féidir iarratas a dhéanamh cruinniú ar leith a dhéanamh don chruinniú Tuismitheoirí – Múinteoirí.

Cruinnithe Foirmeálta – Pleananna Tacaíochta Scoile

Tarlóidh cruinnithe réamhshocraithe idir baill foirne agus tuismitheoirí/caomhnóirí ar ábhar na bPleananna Tacaíochta Scoile i mí Dheireadh Fómhair/mí na Samhna. Más mian le tuismitheoir/caomhnóir cruinniú a eagrú chun a bpáiste a phlé ag am ar bith eile sa bhliain áfach, is féidir é seo a dhéanamh ach dáta a shocrú roimhré. Bíonn cruinnithe chun athbhreithniú a dhéanamh i mí Feabhra.

Cruinnithe Neamfhoirmeálta idir Tuismitheoirí/Caomhnóirí agus Múinteoirí

1. Molann an scoil cumarsáid idir Tuismitheoirí/Caomhnóirí agus an Fhoireann.
2. Ba cheart cúiseanna imní a ardú leis an múinteoir ranga ar an gcéad dul síos. Féach na Nósanna Imeachta Uasdátaithe sa chéad rannóg eile.
3. Moltar gan labhairt le baill na foirne faoi dhul chun cinn/chúiseanna imní na bpáistí sa chlós ar chúpla cúis:
 - a) Ní feidir le baill na foirne aire cheart a thabhairt dá rang agus iad ag caint le tuismitheoir/caomhnóir ag an am céanna.
 - b) Tá sé deacair a bheith discréideach agus páistí mórthimpeall oraibh.
 - c) Is féidir leis náire a chur ar pháiste agus a dtuismitheoirí/gcaomhnóirí ag caint le baill na foirne ag doras an tseomra nó sa chlós.

Tarlaíonn sé uaireanta go mbíonn ar thuismitheoir/chaomhnóir caint le baill na foirne go práinneach. Uaireanta is gá dó seo tarlú gan móran fógra. Déanfaidh an príomhoide a sheacht ndícheall na cruinnithe seo a éascú le nach gcaillfidh páistí an ranga amach ar am teagasc/foghlama. Tarlóidh sé seo i gcás práinne amháin.

Más mian le tuismitheoirí/caomhnóirí boscaí lóin/trealamh spóirt srl. a fhágáil isteach, is gá é seo a dhéanamh trí oifig an Rúnaí.



Nós Imeachta um Ghearáin

Tá na Nósanna Imeachta um Ghearáin do Thuismitheoirí uasdátaithe agus ar fáil [anseo](#). Tá siad i bhfeidhm ón 1 Eanáir 2024. Tugtar faoi deara gurb é chéad stad an phróisis seo ná go bpléann an tuismitheoir/caomhnóir an cheist leis an múinteoir ranga.

Iompar na mBall go léir sa phobal Scoile

Tá cumarsáid mheasúil agus dhearfach ríthábhachtach inár scoil, ní leis na páistí amháin, ach le gach ball den phobal scoile, idir bhaill na foirne, tuismitheoirí/chaomhnóirí agus éinne eile sa phobal scoile. Ba cheart go mothódh éinne a thagann isteach sa scoil sábháilte é sin a dhéanamh. Cé go bhfuil iompar na bpáistí sa phobal scoile an-tábhachtach, tá freagracht ar na daoine fásta sa phobal scoile é a chintíú go múnlaíonn a gcuid iompair an saghas iompair a mbímid ag súil leis ó na páistí

Seo thíos roinnt samplaí:

- Bítear ag súil leis go labhraíonn gach ball den phobal scoile lena chéile ar bhealach measúil. Ní ghlacfar le screadadh ná bealach labhartha ionsaitheach. Má léiríonn ball den phobal scoile fearg, nó mianach ionsaithe do bhall eile an phobail scoile, d'fhéadfaí go n-iarrfar orthu imeacht ón bhfoirgneamh nó ón gclós. I gcásanna áirithe, cuirfear glaoch ar na Gardaí
- Caithfidh gach ball den phobal scoile leis na páistí ar bhealach an-mheasúil agus iad ar láthair na scoile.
- Níor cheart go n-iarrfaí ar bhaill foirne labhairt faoi pháiste duine eile. Léireoidh an fhoireann meas ar cheart príobháideachais do pháiste agus iarrtar mar sin go léiríonn tuismitheoirí/chaomhnóirí an meas céanna ar chearta príobháideachais na bpáistí eile.
- Nuair a bhuaileann baill an phobail scoile le chéile, tá sé tábhachtach go léirítear meas ar fhad an chruinnithe, a aontaíodh roimhré, agus go gcloítear leis.
- Tá baill na foirne ar fáil, go ginearálta le héisteacht le rudaí tapúla chéad rud ar maidin nó tar éis scoile. Más gá do thuismitheoir/chaomhnóir plé nó cruinniú a dhéanamh áfach, ba cheart coinne a dhéanamh d'am atá oiriúnach don dá pháirtí. Cinntíonn sé seo gur féidir rudaí a chur i crích agus a réiteach i gceart. Tosaíonn ranganna ar 08:50 agus críochnaíonn siad ar 13:30/14:30 agus níor cheart go gcuirfí isteach ar na hamanna seo.

Sábháilteacht, Sláinte agus Leas ag an Obair

Tháinig an tAcht um Shábháilteacht, Shláinte agus Leas ag an Obair i bhfeidhm ar an 1 Samhain 1989. Is piosa tábhachtach reachtaíochta í seo do Bhoird Bhainistíochta agus dóibh siúd atá ag obair i scoileanna toisc gurbh í seo an chéad uair do scoileanna agus do choláistí a bheith faoi réir na reachtaíochta sábháilteachta.

Aithnítear go bhféadfadh foireann scoile a bheith i gcontúirt an fhoréigin, i bhfoirm drochíde ó bhéal, bagairtí, ionsuithe nó foirmeacha eile imeagla. D'fhéadfadh an t-iompar seo teacht ó dhaltaí, ó thuismitheoirí/chaomhnóirí, ó bhaill eile na foirne nó ó dhaoine nár cheart dóibh a bheith ar láthair na scoile.

Ba cheart do bhall foirne mar sin a bheith ar an eolas faoi **Ciorcán 40/97** a phléann leis na nósanna imeachta atá le leanúint má mhothaíonn siad go bhfuil siad thíos le haon cheann de na hiompair a luaitear thuas. Tá cóip den chiorclán le fáil i gCód Sábháilteachta agus Sláinte na scoile.

Faofa ag an mBord Bainistíochta

Cathaoirleach: 

Dáta: 16.1.2024



Introductory statement

This policy was developed by the staff of Scoil Oilibhéir, the Board of Management and the Parents' Association in the school year 2023/2024. It was approved by the Board of Management on 16.1.2024

Its purpose is to provide information and guidelines to parents/guardians and staff on parent/staff meetings and parent/staff communication in Scoil Oilibhéir. The family and home are central to the social and intellectual development of the child and the nurturing of good, moral values. The school and the family strive to be mutually supportive and respectful of each other so that the child's education can be effective. All members of the school community aim to work for the benefit of the child and their learning.

Parents/guardians are encouraged to:

Develop close links with the school

- Participate in meetings in a positive and respectful manner, affirming the professional role of the staff and all staff members in 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.

Structures in place to facilitate open communication & consultation with Parents/Guardians

- Meeting for parents/guardians of new Junior Infants – June of preceding year
- Parent/teacher meetings face-to-face ordinarily in November
- Parents/guardians receive school report of each pupil at the end of each school year
- Meetings with parents/guardians whose children have additional needs
- Consultation throughout the year
- Aladdin is the school communication channel
- The newsletter is also used
- Through the parents' council, parents/guardians are invited to discuss and contribute to the drafting and review of all school policies. Decisions taken to change current policies and procedures or to introduce new ones will be made known to all parents/guardians in written format via the school newsletter and the Aladdin Connect app
- Regular newsletters keep parents/guardians up-to-date with school events, holidays and school concerns
- Parents/guardians are requested to sign diary each night to confirm that homework has been checked. To embed the home/school connection, this should happen even if homework is completed in an afterschool club
- Parents/guardians are invited to events throughout the year e.g. Sports Day, Aifreann Oilibhéir and school shows
- Involvement of parents/guardians in the Grow in Love section for parents/guardians

Notes between Parents/Guardians and Teachers

From **22 January** 2024 this will be facilitated exclusively through the Aladdin Connect app. The rationale for the following is to;

1. Adhere to best practice from a GDPR perspective.
2. Reduce the possibility of sensitive information being mislaid
3. Store communication in a secure, centralised location.
4. Ensure uniformity of procedure throughout the school.
 - a) Notes between teachers and parents should not be written in hard copy in homework journals or slips of paper.
 - b) Notes should be written through the Aladdin Connect App in the Noticeboard section.
 - c) Notes can be initiated by either teacher or parent
 - d) Noticeboard notes will be received and be visible to staff between 08:00 and 15:00 on days the school is open. In accordance with the EU Working Time Directive and to preserve the [Right to Disconnect](#)
 - e) Noticeboard messages will not deliver outside of these times or during school closures or weekends
 - f) Aladdin Noticeboard notes will be visible to the class teacher, the Principal and the Deputy Principal

It is vital that the school is immediately informed if family events/situations occur that cause anxiety to your child and therefore may adversely affect his/her education. In all matters pertaining to the wellbeing and education of pupils, only the parents/guardians named on the child's file on Aladdin will be consulted by staff.



Contacting teachers on personal phone numbers/social media

We are very proud and happy that we have very positive relationships between the parents/guardians in the school and the staff. This is strengthened further due to many parents/guardians and teachers having personal relationships and friendships outside of school, through involvement in clubs etc or even due to lifelong friendships. It is important to remind parents/guardians that communication through personal phones or social media accounts, concerning school business, is never appropriate. Parents/guardians are asked to respect that professional boundary and to only contact teachers through the Aladdin Connect app to discuss school issues. No teacher should discuss school issues through personal phones or social media and in the event of a parent/guardian initiating contact, the teacher will not engage in such communication.

Communication between Parents of children in Rang na Réaltaí and Teachers

In Rang na Réaltaí, a hard-copy communication diary will be maintained between parent/guardian and class teacher. The diary will be checked daily by the class teacher and completed by teacher as the teacher deems necessary and appropriate.

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, towards the end of November. They will be initiated by the school and meetings will be allotted through the Aladdin Connect app.

Meetings may take place in classrooms, support rooms or communally in the PE Hall. The teachers use prepared guidelines beforehand 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/guardians
- To let parents/guardians know how their children are progressing in school
- To help teachers/parents/guardians get to know the children better as individuals
- To help children realise that home and school are working together.
- To meet demands for accountability
- To share with the parent/guardian the problems and difficulties the child may have in school
- To review with the parent/guardian the child's experience of schooling
- To learn more about the child from the parent's perspective
- To allow for parental voice in the school's work
- To identify and proactively address areas of concern
- To identify ways in which parents/guardians can help their children
- To negotiate jointly decisions about the child's education
- To inform the parents/guardians of standardised test results according to school policy.

Circular 56/2011 *Initial Steps in the implementation of the national literacy and numeracy Strategy* has been adopted by the Board of Management. References to parent/school communication are:

Reporting to parents/guardians

Parents/guardians have the primary responsibility for their children's learning and development. Schools can strengthen the capacity of parents/guardians to support their children in this way by sharing meaningful information with parents/guardians about the progress that children are achieving in the education system. This information needs to draw on the different sources of evidence that staffs 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/guardians will often be able to enrich staff's knowledge of their students' progress through providing further information about the students' learning at home.



Report card templates

Schools should help parents/guardians to understand fully the evidence of learning that the school reports to them, especially information from any standardised tests. The NCCA has provided a range of standard report templates to assist schools in reporting information about the progress of primary pupils to parents, including information from standardised tests. The NCCA report card templates were developed through a process of consultation with schools and parents/guardians can take account of research commissioned by the NCCA.

The report cards provide for reporting in four key areas:

- The child's learning and achievement across the curriculum
- The child's learning dispositions
- The child's social and personal development
- Ways in which parents/guardians can support their child's learning

All primary schools **must** use one of the report card templates (available at www.ncca.ie) for reporting to parents/guardians on students' progress and achievement at school with effect from the date of this circular.

Formal Meetings

Formal timetabled parent/teacher meetings take place in November. However, if a parent/guardian wishes to arrange a meeting at any stage during the year to discuss their child, they may do so by prior appointment.

- All communication sent from the school will be sent via the Aladdin Connect app and occasionally via email to the email address on file on the Aladdin app. It is the sole responsibility of parents/guardians to ensure their details are correct on child's Aladdin and also that they are receiving notifications from the Aladdin app.
- In the case of separated parents/guardians, requests can be made by both parents/guardians to meet their child's teacher(s) individually for parent/teacher meetings.

Formal Meetings – School Support Plans

Formal timetabled parent/staff meetings on the subject of the School Support Plans will take place in October/November. However, if a parent/guardian wishes to arrange a meeting at any stage during the year to discuss their child, they may do so by prior appointment. There will be review meetings in February.

Informal Parent/Staff Meetings

1. The School encourages communication between parents/guardians and staff.
2. Concerns should always be addressed with the class teacher in the first instance. See Updated Procedure in next section.
3. Meetings with staff in the yard to discuss a child's concern/progress are discouraged on a number of grounds:
 - a) Staff cannot adequately supervise their class while at the same time speaking to a parent/guardian
 - b) It is difficult to be discreet when so many children are standing close by
 - c) It can be embarrassing for a child when his/her parent/guardian is talking to a member of staff at a classroom door or in the yard.

Occasions occur where a parent/guardian needs to speak to a staff member urgently. Sometimes these meetings need to take place without prior notice. The Principal will aim to facilitate such meetings making every effort to ensure that the children in the class do not lose out on any teaching/learning time. This will only happen in an emergency situation.

If parents/guardians wish to drop in lunch boxes, sports gear etc, this must be done through the secretary's office.

Complaints Procedure

The agreed Parental Complaints Procedure has been updated and is available [here](#). It is in effect from 1 January 2024. Please note that the first stage of the procedure is that the Parent/Guardian discusses the issue with the class teacher.



Behaviour of all members of School Community

Positive and respectful communication is of high importance to our school. This not only extends to the children but to all members of school community, including children, staff, parents/guardians 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 members of school community are responsible for their own behaviours in the school. Examples include:

- All members of school community are expected to speak to each other with respect. Shouting or aggressive tones will not be tolerated. If a member of the school community displays anger or aggression to another member of the school community, they may be asked to remove themselves from the building or yard. In certain cases, the Gardaí will be called
- All members of the school community 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/guardians respect other children's rights to privacy
- When members of the school community meet, it is important to respect that the duration of the meetings should be agreed beforehand and observed.
- Staff are generally available to listen to a quick issue in the morning and after school. However, should a parent/guardian 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. Classes begin at 08:50 and finishes at 13:30/14:30 and this time should not be interrupted.

Safety, Health and Welfare at Work

The Safety, Health and Welfare at Work Act became operative on 1 November 1989. It is an important piece of legislation for Boards of Management and for those who work in schools, as schools and colleges were brought under the scope of safety legislation for the first time.

It is recognised that school staff may be at risk from violence in the form of verbal abuse, threats, assaults or other forms of intimidation. This behaviour may come from pupils, parents, guardians, other staff members or intruders.

In this respect, all staff should be aware of **DES Circular 40/97** which deals with the procedures to follow if they feel they have been subjected to any of the above behaviours. A copy of this circular can be found in the school's Health and Safety folder.

Ratified by the Board of Management

Chairperson: 

Date: 16.1.2024