



## **Parent / Teacher Communication**

### **Introductory statement**

This policy was developed by the staff of Lankill N.S. in consultation with the Board of Management and the parents of our pupils. 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 new Junior Infants – mid June.
- Parent / teacher meetings one-to-one in first term each year.
- Parents receive a school report of each pupil at the end of each school year; this report includes results of standardised tests for children in 1<sup>st</sup>-6<sup>th</sup> class.
- Meetings with parents whose children have special educational needs.
- Consultation throughout the year.
- Written communications (notes, letters, text messages, emails, bulletins, newsletters).
- Parents are invited to discuss and contribute to the drafting and review of school policies. Decisions taken to change current policies and procedures or to introduce new ones will be made known to all parents by email and / or website.
- Regular bulletins keep parents up-to-date with school events, holidays and school concerns.
- End of term newsletters focus on school events and activities. Newsletters may contain work by pupils including stories, poetry and artwork.
- Homework packs (Junior and Senior Infants)

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- 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.
- Seesaw.
- Reading Logs.
- Parents are invited to family masses and school concerts.
- Involvement of parents in the ‘Grow in Love’ section for parents and in preparation for First Communion and Confirmation as appropriate.

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.

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, during first term. A letter is issued to each family, giving the dates and time blocks of the meetings. Parents are requested to return the attached form indicating their acceptance of time allocation. Teachers then arrange the specific time, bearing in mind the time allocated to siblings. Parents may also be allocated an additional time to meet with their child’s support teacher (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.

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 outside school
- 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. Parents must 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.

When requesting an appointment, the subject of the meeting is to be communicated to the class teacher / principal in advance to allow teacher / principal an opportunity to inform themselves on the subject, so as to address subject in an informed manner.

The principal or a member of the schools In-School-Management Team may sit on a meeting depending on subject of appointment.

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.

Secretary's hours are between 9:00 a.m. and 11:00 a.m. Monday to Friday.

Parents who are registered for email communication also receive newsletters and bulletins directly to their email addresses.

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

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The website provides a communication facility for parents and others who wish to contact the school. Parents are encouraged to use this facility to inform the school of any absences, of changes of address or contact phone numbers.

The website has an event calendar which is updated, a school news (blog) section, sections for the children's work, and photos galleries (Public and Parents).

### **Complaints Procedure**

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

**School Phone Number**      **(098) 21272**

### **Teacher Email Address**

Mrs. McConnell      [maudymcconnell@lankillns.ie](mailto:maudymcconnell@lankillns.ie)

Ms. McNeill      [jennifermcneill@lankillns.ie](mailto:jennifermcneill@lankillns.ie)

Mr. Hynes      [ciaranhynes@lankillns.ie](mailto:ciaranhynes@lankillns.ie)

Ms. O'Malley      [trionaomalley@lankillns.ie](mailto:trionaomalley@lankillns.ie)

Office      [info@lankillns.ie](mailto:info@lankillns.ie)

**Ratification**

This policy was ratified by the Board of Management on \_\_\_\_\_.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

Chairperson, Board of Management

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

Principal / Secretary, Board of Management