



Communications Policy

Gaelscoil Thulach na nÓg

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1. Introductory Statement

This Communications Policy has been formulated by a committee comprising of staff members and parents with the collaboration of the school staff, the BoM and the PTA. The Communications Policy includes the following:

- (i) the Use of Emails within the School Community Policy
- (ii) Communication between staff and management
- (iii) Communication between staff members

2. Rationale

It is generally accepted that good communication between all of those involved in the school i.e. teachers, special needs assistants (SNAs), children, parent/guardians, and ancillary staff is a vital part of our school. The policy reflects the spirit of the school, and is based on trust, respect, clarity and openness. This spirit can best be encouraged where there is a high level of cooperation between staff, pupils and parents.

3. Aims

Gaelscoil Thulach na nÓg aims to promote and support good communication structures in the following areas:

1. Staff Communication
2. Communication with Parents/Guardians
3. Within the wider school community (Board of Management & Parent Teacher Association) and staff, parents/guardians

All members of the school community are expected to familiarise themselves with the Communication Policy. It is considered that everyone has a responsibility to make him/herself aware of where and how to seek information and updates as the need arises and should seek to keep themselves informed.

4. Staff Communications

- In addition to the formal communication that takes place during staff meetings, the Principal undertakes to make himself available to any member of staff who wishes to discuss school matters with him.
 - The whiteboard in the staffroom will be used for general updates and information.
 - Microsoft Outlook and Aladdin (school management system) are used for circulating minutes of staff meetings and various correspondence. Cubby holes will be used to circulate hard copies where necessary.
 - Principal may send staff reminders or notification of emergencies, such as school closure, through text.
- All Learning Support teachers and class teachers will meet every Friday to discuss progression and continua of the children involved. This is designated communication time and must be attended by all staff involved at the designated times.
- Meetings are held monthly with the in school management team as well as a once monthly staff meetings including SNA's.

5. Communication with Parents/Guardians

5.1 Joining the School Community:

Parents of children who are new to the school, receive an invite to an open evening which includes an outline of the history of the school, information on various structures within the school and points about the day to day school life. They also receive a list of school policies and procedures, which are also available on the website, and a Calendar of the year. All communication between the school and parents is done via the Aladdin app once a child is enrolled.

5.2 School Calendar:

The Calendar outlines the dates of the three terms, mid-term breaks etc. It is issued to all parents/guardians in September on the Aladdin app and is available on the school website (www.tulach.ie) for reference.

5.3 Child Progress:

All parent/teacher contact is considered to be extremely valuable in a child's education. Parents/guardians should ensure that they meet with their child's teacher at least once a year to discuss their child's progress, at a designated time.

- Individual parent/teacher meetings are held between November and February each year. Reports are issued on pupils' progress in all classes in June.
- Staff may use homework notebooks/Aladdin to communicate with parents/guardians.
- Parents are always encouraged to contact the teacher should they have any concerns.
- Parents will be invited to speak with Learning support teachers/class teachers at the beginning of the school year to discuss the plan for the year (for consult on Individual Education plans, any concerns arising from the previous school year).

5.4 Communication with Separated Parents

The Staff of Gaelscoil Thulach na nÓg encourage parents experiencing separation to speak confidentially with the Principal and/or teachers. It is our aim to handle such matters with sensitivity and compassion; ultimately our primary concern is for the well-being and overall development of the child.

The school will also operate on the assumption, unless there is evidence to the contrary, that both parents are equally committed to the child's welfare and education and therefore equally entitled to be informed directly about significant issues relating to the child. For any further questions, please refer to our Parental Separation/Custody Policy available on the school website at www.tulach.ie.

5.5 Communication between parent(s)/guardian(s) and teacher

- Class Teachers communicate primarily with parents via the Aladdin app eg. Homework, class activities and sport days.
- Teachers are available to speak to parents/guardians by appointment. These appointments are necessary in order that the teacher may have the opportunity to make alternative arrangements for his/her class, and also may have time to gather information about the child.
- Appointments can be made through the school secretary within office hours of 8:30am - 3:00pm Monday to Friday, in person at drop off/pick up time or, as appropriate, by using the homework journal/Aladdin.
- Appointments also ensure privacy and confidentiality, as informal contact conducted at the hall door, can be within hearing of other parents and children, and can leave a classroom full of unattended children.
- Teachers may communicate with parents/guardians by phone if the need arises or via their work Outlook email if they so choose.
- Parents are responsible for keeping their contact details up to date on the Aladdin app.

5.5.1 Meetings with class teachers/learning support teachers/Principal

- Meetings with class teachers and learning support teachers can be arranged by appointment (see above).
- All discussions in meetings are expected to be in a formal manner with respect for one another in the fore-front.

5.6 General Communication

- The Principal, teachers and office staff will communicate general school information through Aladdin via email and/or text message.
- Individual teachers may send notices on Aladdin pertinent to their class re class trips or events. Parents/guardians should check Aladdin regularly for such communications.
- Notice boards for parents/guardians are at the entrance door.
- Parents may phone/email the school for general enquiries on 01 8252858/office@tulach.ie.

5.7 Absences

- Parents should explain all absences under attendance on Aladdin. It is suggested that, if the student will be out for a few days (ex. Covid isolation) that the note is inputted in advance on Aladdin.

5.8 Complaints procedure

- (i) If a parent has a complaint for class related-issues, they should make an appointment via the school to meet or speak to the class teacher.
- (ii) If this conversation fails to find a solution, the parent may make a further appointment with the principal of the school.
- (iii) If, after the meeting with the Principal, the situation is unresolved, the parent may seek a meeting with the chairperson of the Board of Management (this should be made in writing). The decision of the chairperson will be final.

6. Use of emails in Gaelscoil Thulach na nÓg

- Teachers may choose to communicate with individual parents or class groups from their own work Outlook email.
- No parent may ‘cc’ any other person, when communicating or responding to a teacher via email. The communication should remain strictly one-to-one.
- Class-group emails may not be used for personal communications.
- No child shall have access to this teacher/parent/guardian forum.
- Emails should be written in a respectful tone, that we expect of all communication within the Gaelscoil Thulach na nÓg community.
- No coordinated campaign is acceptable.
- Parents must expect a reasonable period for response, as normal working hours are to be respected.

No communication will be responded to by teachers within the teaching hours of 8:55am - 2:40pm. If there is an urgent matter, Parents/Guardians should contact the school office at 01 8252858/ office@tulach.ie and the messages will be passed on to the class teachers/children.

7. Wider School Community

7.1 Board of Management (BoM)

- The staff representative on the Board of Management and the principal liaise between staff and the BoM.
- Where appropriate, parents/guardians can communicate with the BoM by letter, to the chair, and this correspondence will generally be considered at the next scheduled BoM meeting.

7.2 Parent Teacher Association (PTA)

- The staff representatives on the PTA and the principal liaise between staff and PTA.
- The PTA communicates with parents/guardians through the school newsletter, the website, text messages and the notice board.

- The PTA has representatives in each class who are responsible for communicating with their class about PTA events and seeking volunteers.
- A class contact list may be set up by the PTA representatives for each class; this list may not be used for advertising, complaints or for school matters concerning any child, parent/guardian or staff member. They shall only be used for general organisational and social purposes.

7.3 Policies & Procedures

Policies & Procedures are published on the school website following their approval. It is reported in the BoM Summary Report when a policy is reviewed.

8. Review

This policy will be reviewed regularly according to the ongoing schedule of review of school policies.

Ratified by Board of Management, Gaelscoil Thulach na nÓg in January 2023:

Signature of the Chairperson: _____

Date:

Signature of the Principal: _____

Date: