

Parent / Teacher Communication Policy

Aston Village ETNS, Dunlin Street, Drogheda, Co. Louth

Introductory Statement:

The purpose of this statement is to provide information and guidelines to parents and teachers on Parent/Teacher Meetings and Parent/Teacher Communication in Aston Village ETNS. The school recognises the importance of the parent/teacher partnership in the education of children. The school and the family strive to be mutually supportive of each other so that the child's education is at its' most effective.

Parents are encouraged to;

- Develop close links with 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

School Structures in place to facilitate Parent/School Communication

- Information meeting for parents of upcoming Junior Infants in _____
- Open afternoon/Introductory meeting for parents of Junior Infant children, in September, to visit the school, and meet with the teachers in the classroom to discuss the structure of their day, and such details
- Parent/Teacher Meetings on a one-to-one basis for the whole school in late November/early December each year (dates decided by staff in September)
- Additional appointments with a class teacher at an agreed appointed time
- Meetings for parents of children who are attending after-school religious classes.
- Meetings between parents and Special Educational Needs Team/English Language Teacher
- Written Communication between parents and teachers throughout the year
- **School handbook to inform parents about school matters**
- Regular school newsletters from school to keep parents updated on all school matters
- Homework diary to facilitate short messages between parents and teachers
- Invitations to parents to all school activities/celebrations e.g. concerts/plays/Book Fair
- Use of school
- Parents' time, resources and creativity are welcomed for projects such as e.g. crafts, music, IT; fundraisers; school tours and other such school events.

Parent/Teacher Meetings

Aims:

- to inform parents of their children's progress at school
- to inform teachers how children are coping outside school
- to establish an on-going relationship between home and school
- to help children realise that home and school work together for their benefit.

Procedures

- Parents are welcome to the school at any time, an appointment to agree an appropriate time is desirable. Informal meetings take place in the mornings and afternoons at a suitable time and in an appropriate setting.
- Formal meetings ('Parent/Teacher Meetings') take place on three afternoons in late November/early December, beginning at 2.30pm.
- Each meeting will be of ten minutes duration.
- Every effort will be made to facilitate a suitable time.
- In cases of an urgent nature, meetings will also be facilitated.
- Parents are welcome to meet the principal at **any** time with a prior appointment.

Informal & Formal Parent/Teacher Meetings

Informal communication is suitable for everyday situations which may arise.

Formal communication is necessary when a parent/teacher needs to communicate about a serious issue or concern or to convey an important message or information, whereby teachers are asked to inform the principal of such situations.

Informal 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. However, parents are welcome to speak to the principal at **any time**. In case of prior appointments, it would be wise to ring in advance. Informal communication takes place early in the morning and at afternoon collection times for the infant children. This informal chat is very important and is to be encouraged.

However meetings with class teachers at the classroom door to discuss a child's concerns/progress is discouraged on a number of grounds:

1. A teacher cannot adequately supervise his/her class while at the same time speaking to a parent.

2. It is difficult to be discreet when so many children are nearby.
3. It can be embarrassing for a child when her parent is talking to the teacher at a classroom door.

It is acknowledged that a parent may need to speak with a teacher urgently. Sometimes such a meeting may need to take place without prior notice. The principal will make every effort to facilitate these meetings while at the same time making every effort to ensure that children in the class do not lose out on any of the teaching/learning time to which they are entitled.

If parents wish to drop in lunches, sports gear etc, this can be done through the secretary's office as it is important to keep class interruptions down to a minimum.

Formal Meetings

Formal timetabled meetings will take place in November each year for all classes from Senior Infants to sixth class. Junior infant meetings will be held in January when the children have settled and the teacher has got to know each child. However if a parent wishes to arrange a meeting at any stage during the year to discuss their child they may do so by prior appointment. According to directives from the Department of Education and Science, the school will close fifteen minutes early on the two designated formal meeting days.

Parents' Association

A vibrant Parents' Association is in existence in the school. Membership is open to all parents/guardians of all pupils enrolled in the school. It promotes the interests of the pupils in co-operation with the Board of Management, Principal and Staff. The parent body has a wide range of talents, abilities and skills that have the potential to enrich and extend the educational opportunities provided for pupils.

Criteria for Success

- Feedback from parents
- Feedback from Teachers
- Implementation of the Policy

Review and Monitoring

This policy will be reviewed annually by the Staff, Parents' Association and Board of Management in September each year.