

# **Home/School Communication policy**

## **Ballyfacey N.S.**

**18257N**

### **Introductory statement**

This policy was developed by the teaching staff of Ballyfacey National School, in consultation with the Board of Management. Its purpose is to provide information and guidelines to parents and teachers on parent/teacher meetings and parent/teacher communication in Ballyfacey N.S.

### **Rationale**

The environments of home and school, and consistency between these two settings are central to the development of the child. The school and the family strive to be mutually supportive and respectful of each other so that the child's education can be effective.

### **Aims**

Parents are encouraged to:

- Develop close links with the school.
- Collaborate with the school in developing the full potential of their children.
- Participate in policy and decision-making processes affecting them.

### **Structures in place to facilitate open communication and consultation with Parents**

- IEP meetings with parents ideally in the first half-term in order to identify shared goals and design behaviour support plans.
- Parent/teacher meetings in December.
- IEP review meetings at intervals throughout the year.
- School report in respect of each pupil at the end of each school year.
- Consultation throughout the year as necessary.
- Frequent communication through Text-a-Parent service.
- Regular emails and website updates to keep parents up-to-date with school, events, holidays and other school matters.
- Parents and families are invited to school events which may take place throughout the year.

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/legal guardians named on the enrolment form will be consulted by the teachers.

Parents are respectfully reminded that teachers will only respond to emails during their hours of employment ie: between 9am and 3pm. In cases of absolute emergency which require immediate action please contact the Principal directly.

### **Reporting to parents**

Parents have the primary responsibility for their children's learning and development. Schools can strengthen the capacity of parents to support their children in this way by sharing meaningful information with parents about the progress that children are achieving in the education system. In turn, parents will often be able to enrich staff knowledge of their students' progress through providing further information about the students' learning at home.

### **Parent/teacher meetings**

A joint IEP meeting will take place by the beginning of November, and this will be reviewed in the Easter term. Brief Parent/Teacher meetings will take place in December. These Parent/Teacher meetings will be initiated by the school staff and details regarding time, etc. will be worked out by them for parents.

### **The purpose of any Parent/Teacher meeting is:**

- To let parents know how their children are progressing in school.
- To inform teachers on how children are coping outside school.
- To learn more about parental opinions on what the school is doing.
- To identify and address areas of tension and disagreement.
- To identify ways in which parents can help their children.
- To negotiate jointly decisions about the child's education.
- To establish and maintain an on-going relationship and communication with parents.

### **Informal Parent/teacher meetings**

- Communication between parents and the teachers is to be encouraged and

Facilitated as necessary. Teachers will make every effort to facilitate discussion where necessary by prior arrangement – usually over the phone, unless a in-person meeting is deemed necessary.

## Communications

- The vast majority of communication to parents will be through text, email or notes sent home with the eldest child in each family.
- It may be deemed necessary for some hard copy communication from the school to be sent to the child's home address as given on the enrolment form, unless otherwise requested by parents.
- **It is the parents' responsibility to ensure that the school is notified of any change in details for home address, email addresses or contact phone numbers.**
- In the case of separated parents, requests can be made by both parents to meet their child's teacher(s) individually for parent/teacher meetings.

## Report card templates

Schools should help parents to understand fully the evidence of learning that the school reports to them, especially information from any standardised tests. The school has developed a reporting template which provides 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 can support their child's learning

These will be sent home at the end of the school year. If parents have any queries or difficulties regarding the content of their child's report, they should contact the school using the standard procedures.

## Behaviour of all Stakeholders in the School

Positive and respectful communication is of high importance to our school. This not only extends to the children but to all of the stakeholders e.g. the staff, parents 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 stakeholders are responsible for their own behaviours in the school. All stakeholders are expected to speak to each other with respect. Shouting or other aggressive tones are not acceptable. If a stakeholder displays anger or aggression to another member of the school community, they may be asked to remove themselves from the building.

### In addition:

- All stakeholders 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 respect other children's rights to privacy.

- When stakeholders meet, it is important to respect that the time of meetings should be kept to a reasonable amount of time. Times of meetings should be agreed beforehand and these should be respected.

This reviewed policy on Parent/School Communication was adopted by the Board of Management of Ballyfacey National School at its meeting held on 11th February 2025. It will be reviewed again in the school year 2027-28 unless an earlier review is deemed necessary. Any amendments will be communicated to parents through email and the school website.

A copy of this policy can be emailed to parents on request.

Signed: Deirdre O'Leary Date: 11/2/25

Chairperson, Board of Management

Signed: Tommy O'Gorman Date: 11/2/25  
Principal