



Parent/Teacher Communication

Introductory statement

This policy was developed by the staff of St Christopher'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 February each year.
- Parents receive a school report of each pupil at the end of each school year; this reports includes results of standardised tests for children in 1st-6th class.
- Meetings with parents whose children have special educational needs.
- Consultation throughout the year.
- Written communications (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 in written format via the school bulletin 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 and contain reports written by pupils. Newsletters also contain work by pupils including stories, poetry and artwork.
- Homework bags (Junior and Senior Infants)
- Homework journals 1st – 6th class, used to relay messages between parents and teachers. Parents requested to sign diary each night to confirm that homework has been completed.
- Reading Logs.
- Parents are invited to family masses and school concerts.
- Involvement of parents in the Religion 'Grow In Love' section for parents and in preparation for First Communion and Confirmation as appropriate.
- Participation in Zoom Ahead with Books, Math's Week, Sports Day activities, Family Night (in June).

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, midyear. A letter is issued to each child, giving the dates and time blocks of the meetings. Parents are requested to return the attached form indicating their preferred time block. 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. However, parents are welcome to 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.

However, it is understood that occasions will occur where a parent needs to speak to a teacher urgently. Sometimes these meetings need to take place without prior notice. The Principal will try to facilitate such meetings making every effort to ensure that the children in the class do not lose out on any of the teaching/learning time.

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.

School Website: www.scps.ie

All newsletters and Principal's bulletins are made available through the school website. 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.

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 regularly updated, a school news (blog) section, sections for the children's work, and photos galleries (Public and Parents). Only registered parents may access the Parents' Photo Gallery.

Parents and pupils are encouraged to visit the school website regularly to keep up to date with what's new in school.

Complaints Procedure

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