

Belmayne Educate Together National School



Communication Policy 2012

Communication Policy (updated Sep 2012)

Good communication is essential to the smooth running of an efficient school. In recognition of this fact, Belmayne Educate Together National School has in place a policy on communication between the various individuals, groups and organisations connected with the school.

Mutual Respect-

In the same manner that we expect good manners and mutual respect from children, this is also applicable to staff, parents, Board members and visitors. Mutual Respect through communication whether face to face communication, on the phone or through writing or email is engrained in our ethos

Teachers/Staff

The teachers carry out informal meetings on a daily basis, before school, during school and after school.

Written communication is also passed from class to class during the day.

Regular staff meetings are held and promoted teachers meet regularly (ISM) to work on the school's development and School Plan.

Information is placed on the whiteboard in the staffroom and also via email. Staff must update themselves with this information regularly.

The agenda is drawn up and minutes are recorded.

Circulars from the Department of Education and Science are available to all teachers to read. Teachers should keep themselves updated regarding changes in circulars/union by regularly reading news updates on the INTO website.

The INTO staff rep should regularly update staff as necessary.

Teachers and staff are expected to speak to each other in a respectful manner

Teachers/Staff and Children

Teachers communicate with children on an ongoing basis while teaching. This is carried out in a positive respectful manner. Teachers do not shout at children.

Children are expected to speak in a respectful manner to teachers and staff in the school

Occasionally, it is necessary to make announcements. These can be written or verbal.

Belmayne Educate Together School, Belmayne Avenue, Dublin 13

belmayneet@gmail.com
secretary.belmayneet@gmail.com
www.belmayne-etns.ie

Principal: Sinéad O'Meara
Tel/Fax: 01-8296980
Roll Number: 20308Q

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Notices can take the form of a letter home, carried in the child's school bag, written notes in homework notebooks or posted to notice boards. There is no designated day for notes but we will try not to send communication home on Fridays as we realise that this is a day that notes do not reach parents. We do not as a school email notes to parents

From time-to-time, however, it will be necessary to send written communication on Fridays. Please check your child's schoolbag regularly. Teachers are expected to speak to children in a respectful manner. Children are expected to speak to teachers in a respectful manner also

Teachers write communication re the yard in the yard books

Children and Children

Children communicate with each other formally and informally throughout the school day. Children are expected to speak to other children in a respectful manner

It should be noted that communications between children regarding out of school activities i.e. celebration of festivals, birthday parties/outings/trips etc. should take place before or after school time. This would also include the exchange of cards and presents between children.

Teachers will not facilitate the handing out of invitations. We ask that parents are sensitive when handing out invitations. Class reps through the Parent's Council can give email addresses to parents if this may be as easier and less visible method of communicating regarding parties.

Board of Management

- The Board of Management hold regular meetings. The agenda is set and notice of the meeting sent to each board member. Minutes are recorded. Communication to the Board is kept by the Secretary and dealt with at every meeting.
- Parents' Representatives on the Board of Management give representation to matters concerning the parent body.
- Teacher Rep gives representation from the Staff
- Health and Safety Rep gives feedback
- Buildings and Maintenance Rep gives feedback
- Treasurer discusses Finances and gives a Financial Report
- Should a parent(s) have a concern regarding their child, they should, in the first instance, speak with their child's teacher and/or Principal.
- Occasionally, parents may wish to have a matter discussed at Board of Management level. For this to happen, the matter should be forwarded, in writing, to the

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Chairperson of the board at least 10 days before the next planned Board of Management meeting. Parents will be informed of upcoming Board Meetings.

- The Board members also receive updates from the Principal via the Principal's Report to give them an insight into daily school life.
- Board members are expected to speak to each other in a respectful manner

Parent/School Communications

- There is regular contact with parents as individuals both informally and formally.
- A School Report on each child's progress is sent to each parent twice a year, once after Christmas and at the end of the year.
- Parents/guardians who wish to meet with the Principal or Staff are asked to make an appointment so as to minimise disruption for everyone concerned, primarily the children.
- When a child is absent parents are requested to inform the school either in writing or by leaving a message on the school answering service. Notes regarding sick leave from doctors should be given to teachers on the child's return to school
- Regular and unbroken attendance has a direct bearing on a child's progress in school. In view of this we actively discourage children taking extended holidays during the academic year. Should an extended absence be planned, parents/guardians are expected to inform the school in writing beforehand. It is school policy not to prepare work for children taking extended leave, except in exceptional circumstances i.e. hospitalization.
- Teachers will inform parents when their child reaches 15 days and also 20 days. All schools must report 20 days or more to the National Education and Welfare Board. They are a Government body.
- The Collection of Children: The school should at all times know who is collecting your child. If, at any time, you alter the pick-up arrangements for your child, the school should be given written authorization by the parent/guardian. In an emergency situation, the parent/guardian must leave a message on the answering service or speak with the Principal/teacher. At no time, will a child be released to anyone unauthorized/unknown to us.
- Children from 2nd class upwards may walk home but parents must sign permission slips
- Parents are expected to speak to teachers and staff in a respectful manner. A meeting will be cancelled if a parent is not respectful to staff.
- Staff are expected to greet parents and the same is expected in return

Parents' Association

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There will be regular contact, both formal and informal, between the school/Board of Management and the Parents' Association.

There is a teacher rep on the Council, Joe Kavanagh, HSCL Co Ordinator

Sinead will meet after each meeting with the Chair and also one/two other members to discuss developments and ideas.

The Parent/Principal/Teacher relationship, fully recognizing the intense involvement of parents in their child's education and the professional role of the Teacher, is a wonderful resource to the school. The parent representatives on the Board of Management will report back to the Parents' Association following Board meetings, subject to the restraints of confidentiality imposed by the Board.

Department of Education and Science

Communication to the school is addressed to the Chairperson of the Board or the Principal or both. Relevant circulars may also be brought to the attention of the Parents' Association.

The Inspectorate

The Principal or Chairperson communicates with the Inspectorate by phone call, email or in writing.

Educate Together

The Educate Together Newsletter is copied and sent to each member of the Board of Management. This can be read by any member of the school community, taken away and copied if people wish.

Other Agencies

There is a two-way communication with other agencies such as the Health Board, School Completion Co Ordinator, local schools, cluster groups, Board, Psychological Services, Social Services, Gardai, Community Employment Scheme and the County Council.

Professional Development

As a process of professional development, teachers communicate on a regular basis with sales representatives, Education Centres and Colleges of Education. As a growing and vibrant school, the professional development of teachers will be motivated by the emerging needs of the pupils and the school in general. In a world of accelerated change and ever-changing modification to curriculum and teaching methodologies, the Board of Management encourages professional development but this is at the discretion of the individual teachers to undertake these opportunities

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