



Dunshaughlin Community National School

Communication with Parents/Guardians Policy

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1. Introduction

This Communication with Parents/Guardians policy has been developed to provide information and guidelines to parents/guardians and teaching staff on communication from Dunshaughlin Community National School to parents/guardians of pupils attending the school and from parents/guardians to members of management and teaching staff at Dunshaughlin Community National School.

2. Aims of this Policy

Through the development and implementation of this Communication with Parents/Guardians Policy, Dunshaughlin Community National School aims to:

- Develop close links between parents/guardians and the school
- Provide structured opportunities for parents/guardians to collaborate with the school in developing their child to their full potential
- Encourage and support parents/guardians in becoming actively involved in the school
- Keep parents/guardians up to date with what is happening in the school
- Promote partnership with parents/guardians as outlined in the Education Act 1998 and the Education Welfare Act 2000

3. Facilitating Open Communication and Consultation with Parents/Guardians

It is important that pupils attending the school understand that communications between home and school are regular and provide for opportunities to further develop the educational relationship between school and parents/guardians who are both working together to provide the best possible education for the young people attending Dunshaughlin Community National School. The following measures are in place at Dunshaughlin Community National School

to support the facilitation of open communication and consultation with Parents/Guardians of pupils attending the school:

- **Supporting the work of the Parents' Association:** The Parents' Association at Dunshaughlin Community National School is an integral part of the school community. Section 26 of the Education Act, 1998 states that the parents of pupils of a recognised school may establish, and maintain from among their number, a parents' association for that school and membership of that association shall be open to all parents of pupils of that school. The Parents' Association make a vital and valuable contribution to the school's promotion, growth and development as the Parents' Association provides for the formal involvement of parents in the affairs of the school. Parents will be kept informed of the work of the school through a report provided at each of the Parents' Association meetings. The school website will incorporate a section for Parents/Guardians.
- **Parent Teacher Meetings** will also be held for each class group during the academic year. Parents/Guardians are encouraged to attend these meetings as they provide valuable opportunities to meet with the school's teaching staff and identify areas where their child is excelling as well as discussing and identifying additional supports that may be needed to ensure a pupil can achieve their potential during their time at the school. These meetings also provide opportunities for parents/guardians to inform teachers on how their child is coping outside of the school context.
- **Individual Meetings with Parents/Guardians:** Appointments to meet with the class teacher and or Principal can be arranged through the office at the school.
- **Written Reports on Pupil Progress:** Reports are sent to parents/guardians via the Aladdin app. Hard copies can be made available at the request of a parent/guardian.
- **School Related events:** Parents/Guardians will also be invited to attend school concerts, sports days, sporting activities and other

relevant talks/information sessions facilitated by the school and/or outside speakers.

- **Policies:** Dunshaughlin Community National School policies are published on the school website and all are available in hard copy on request from the main office at the school.
- **Board of Management Report:** An agreed report will be prepared by the Board of Management at the end of each of their Board of Management meetings. This will provide information for parents/guardians pertaining to matters of interest to them which was discussed at each Board meeting. This report will be distributed to the Parents' Association. This report will also identify school policies which has been developed and reviewed and ratified by the Board of Management.
- **Newsletters:** Newsletters will update parents/guardians on school activities and pupil achievements. A hard copy of the newsletters will be available on request from the school office.
- **School Calendar for the Academic Year:** A detailed school calendar for each academic year will be published in term 2 each year on the school website and forwarded to parents/guardians via email. A hard copy of the calendar will also be available from the school office on request.

3.1 Modes of Communication

Mode of Communication	Purpose of the Communication
Aladdin app	Day to day communication between staff and parent/guardians. Sharing of the school newsletter. Seeking permission for school trips. Organising annual parent-teacher meetings. Communicating attendance updates. Collecting reasons for absences. Sharing relevant third-party correspondence e.g HSE health advice
School email address	Correspondence with prospective parents. Communication with external agencies and suppliers. Correspondence with LMETB, Department of Education, staff and departments.
Staff email addresses	Internal school communication. Communication with external agencies. Correspondence with LMETB, Department of Education, staff and departments.
Facebook	Sharing of general information deemed suitable and relevant to the wider community.
Website	Sharing relevant school related information with the school community and the wider community.
Class Dojo	Sharing of class-based activities and news (not used by all classes)
School office phones	Day to day communication between all stakeholders in the school community.

4. Informing the School about Family Events/Situations

Throughout the school year there will be times when our pupils' families are experiencing and dealing with situations that may cause anxiety for their child. Management and staff at Dunshaughlin Community National School would like to assure you of our support for your child at these difficult times. It is important to inform us of

any such situation which may cause anxiety for your child, cause a deterioration in their school work and result in increased absenteeism. We will work together with families and other external agencies, where relevant, to support the child through the difficult time.

5. Communications of Pupil Incidents and Emergencies

In the event of a pupil incident or emergency while at school, the following procedures will apply:

Incident not requiring First Aid Treatment:

If a child is involved in an incident in the school yard e.g. a physical altercation with another child, the teacher on duty will follow the school Code of Behaviour in relation to the incident. The Code of Behaviour procedures will be applied and the teacher will determine whether parent/guardians should be informed of the incident.

Incident Requiring First Aid Treatment:

Where a child is involved in an incident e.g. on yard and first aid is required, the teacher on duty will complete the accident report form and a duplicate of the form is sent home with the child.

Emergency:

In the event of a pupil emergency while at school, parents/guardians of the pupil will be contacted by phone. If the parent/guardian cannot be reached, the emergency contact person on file as per enrolment form, will be contacted. Please ensure that the school have all up to date contact numbers for parents/guardians and emergency contact persons.

6. Dropping Off Lunches

We ask parents/guardians to work with their child in ensuring that when the child arrives at school they have all the necessary books, resources, lunches etc with them for the day. Should a situation arise however that a parent/guardian needs to drop something into the

school for their child we ask you to send a message (via Aladdin) in advance and then to call directly to the classroom.

7. Informal Meetings with the Teacher

There will be occasions where a parent/guardian needs to speak to a teacher urgently. Sometimes these meetings will need to take place without prior notice. All such requests should be processed through the Aladdin app.

In general, meetings with the class teacher at the school door/ at reception to discuss a concern pertaining to a pupil is discouraged for the following reasons:

- The class teacher is responsible for the health, safety and welfare of the pupils in his/her care. Teaching staff are regularly reminded not to leave their classroom at any time while they have pupils in the classroom. Teaching staff are also reminded that they must be on time to class to ensure health and safety of all.
- A pupil may also feel quite uncomfortable if their parent/guardian is speaking to the teacher at the main door of the school/main reception area while their peers observe the interaction between parent/guardian and class teacher.
- Sensitive conversations regarding concerns about pupils' behaviour, academic progress, mental health, and wellbeing are best dealt with in an appropriate space e.g an office where there are less opportunities for distractions during the conversation/meeting.

8. Formal Meetings with the Teacher

If a parent/guardian wishes to make an appointment at any stage throughout the school year to discuss their child's progress, they may do so by prior appointment. In the case where parents/guardians are separated, request can be made to meet with school personnel together or individually.

9. Holidays during School Time

As outlined by TUSLA, Education Welfare Services, taking a holiday during term time means that children miss important school time. It will be difficult for them to catch up on work later on. As a result, they may fall behind with school work and lose confidence in their abilities. We strongly advise parents do not take their children out of school for holidays during term time.

10. Access to the Policy

A copy of the school's Communication with Parents/Guardians Policy will be available to download on the school's website www.dunshaughlincns.ie. A hard copy of this policy will also be available on request from the school's main office.

11. Monitoring and Review of this Policy

All communications with parents/guardians are subject to the LMETB Data Protection policies detailed here <https://www.lmetb.ie/corporate/corporate-education-services/data-protection/>

This policy will be reviewed every two years, or earlier, where deemed necessary or as required by legislation or Department of Education Circular.

BOM Ratification

LMETB School/College:	Dunshaughlin CNS
Date of Board of Management Meeting:	3/4/25
Policy:	Communications with Parents/Guardians Policy
Proposed By:	Catherine Ward
Seconded By:	Laura Murphy
Signed by Chairperson BOM:	Gerry O' Connor