



Procedure on Communicating with Parents

Communicating with parents is central to maintaining a positive approach to dealing with children. Parents and teachers should develop a joint strategy to address specific difficulties, in addition to sharing a broader philosophy which can be implemented at home and in school.

It is our policy that communication between home and school should be frequent, open and positive and to this end we strive to create a warm and friendly atmosphere where parents/guardians are encouraged and feel welcome to discuss matters relating to their child with the relevant class teacher.

A high level of communication is seen as an important factor encouraging positive behaviour in the school. Structures and channels designed to maintain a high level of communication among staff and between staff, pupils and parents have been established and are being reviewed regularly.

Parents should be encouraged to talk in confidence to teachers about any significant developments in a child's life, in the past or present, which may affect the child's behaviour.

The following methods are to be used at all levels within the school:

- Class information meetings for Infants will be held early in the Autumn term. It is important that parents/guardians attend the meetings and early notice will be given of the timings. General issues will be open for discussion at the class meetings. Individual issues should be discussed by appointment with the class teacher.
- Formal Parent/Teacher meetings will take place in the Spring term
- Informal parent/teacher meetings when necessary
- Children's homework journal (infants do not have a homework journal-check bags)
- Letters/notes from school to home and from home to school
- School notice board
- Newsletter
- Website
- Text-a-parent
- When deemed necessary, a communication diary/ notebook may be used for children with special needs in Jun. and Sen. infants. From 1st – 6th, homework journals can be used. The class teacher will be responsible for the content in this diary.



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- All communication from parents should be through the class teacher.

Procedure on Consultations with Teachers.

Parents who wish to have a consultation with a teacher should make an appointment with this teacher. We would like to conduct these interviews in private, as it is unsatisfactory to have a consultation at the classroom door, while simultaneously supervising a class of children. We also feel that parent/teacher consultations should not take place within the hearing of other pupils and or parents.

In urgent cases where a pre-arranged appointment is not appropriate a quick word with the teacher will suffice and you will be facilitated as quickly as possible. If your child is experiencing a particular problem it is essential that you communicate this to the teacher. Letting the teacher know will allow her/him to help your child to cope and to make allowances for any distress.

September 2011

Reviewed and Ratified by METNS Board of Management