

TERENURE COLLEGE JUNIOR SCHOOL



COMMUNICATION POLICY

Good communication is essential to the smooth running of a school community. To this end, our Junior School has in place a policy on communication between the various individuals, groups and organisations connected with the school.

Teachers:

The teachers carry out informal meetings on a daily basis, for example, before school, during school, after school. Written communication is also passed from class to class during the day. Regular staff meetings are held. The agenda is drawn up by the Principal and can be added to by all teachers under AOB. Minutes are recorded. The weekly and monthly events schedule are posted in the staff room. All relevant information from the Department of Education and Science and all other educational bodies is posted on the notice board for all teachers to read.

Children:

Teachers are communicating with children on an ongoing basis while teaching. However, occasionally, it is necessary to give announcements. These can be written or verbal. Notices are also written into homework journals or posted to notice-boards.

Management Body:

The Management Body holds regular meetings. The agenda is set and notice of the meeting sent to each member. Minutes are recorded. Communication to the Body is kept by the Secretary and dealt with at every meeting. The Management Body members also receive copies of all relevant information pertaining to school life.

Parent(s)/Guardian(s):

There is regular contact with parents as individuals both informally and formally. Our School uses the Text-A-Parent system to communicate notices to parents re school events.

A School Report on each pupil's progress is sent to each parent in December and June each year. A Parent/Teacher meeting is held for each class in the year. Parents receive School Newsletters, College Annual and relevant information relating to school life.

Parents' Association:

There is regular contact, both formal and informal, between the school and the Parents' Association. The Principal attends the meetings of the Parents' Association and receives feedback about issues concerning the school community.

Department of Education and Science:

Generally speaking, communication to the school is addressed to the Manager/Principal. Teachers are encouraged to read relevant circulars.

National Educational Welfare Board (NEWB):

The Principal communicates with the N.E.W.B. by phone call or in writing.

CPSMA:

The CPSMA Newsletter, "Solas" is copied and made available to members of the Management Body. Relevant articles are posted on the notice board in the staff room.

Other Agencies:

There is regular two-way communication with agencies such as the Irish Primary Principals' Network, Association of Independent Junior Schools, Health Boards, Gardaí and other agencies which prove beneficial to all involved in our school.

Professional Development:

As a process of professional development, teachers communicate on a regular basis with sales representatives, Education Centres and Colleges of Education.

Recording of Communication:

In general notes from parents are placed on pupil's file in the Principal's Office. Teachers write up memos of meetings with parents and place on file. A log is also kept of all phone calls received and made.

