



Communications Policy

Gaelscoil Thulach na nÓg

1. Introductory Statement

This Communications Policy has been formulated by a committee comprising of staff members and parents with the collaboration of the school staff, the BoM and the PTA. The Communications Policy includes the following:

- (i) the Use of Emails within the School Community Policy
- (ii) Communication between staff and management
- (iii) Communication between staff members

2. Rationale

It is generally accepted that good communication between all of those involved in the school i.e. teachers, special needs assistants (SNAs), children, parent/guardians, and ancillary staff is a vital part of our school. The policy reflects the spirit of the school, and is based on trust, respect, clarity and openness. This spirit can best be encouraged where there is a high level of cooperation between staff, pupils and parents.

3. Aims

Gaelscoil Thulach na nÓg aims to promote and support good communication structures in the following areas:

1. Staff Communication
2. Communication with Parents/Guardians
3. Within the wider school community (Board of Management & Parent Teacher Association) and staff, parents/guardians

All members of the school community are expected to familiarise themselves with the Communication Policy. It is considered that everyone has a responsibility to make him/herself aware of where and how to seek information and updates as the need arises and should seek to keep themselves informed.

4. Staff Communications

- In addition to the formal communication that takes place during staff meetings, the Principal undertakes to make himself available to any member of staff who wishes to discuss school matters with him.
 - The whiteboard in the staffroom will be used for general updates and information.
 - Microsoft Outlook and Aladdin (school management system) are used for circulating minutes of staff meetings and various correspondence. Cubby holes will be used to circulate hard copies where necessary.
 - Principal may send staff reminders or notification of emergencies, such as school closure, through text.
- All Learning Support teachers and class teachers will meet every Friday to discuss progression and continua of the children involved. This is designated communication time and must be attended by all staff involved at the designated times.
- Meetings are held monthly with the in school management team as well as a once monthly staff meetings including SNA's.

5.8 Complaints procedure

- (i) If a parent has a complaint for class related-issues, they should make an appointment via the school to meet or speak to the class teacher.
- (ii) If this conversation fails to find a solution, the parent may make a further appointment with the principal of the school.
- (iii) If, after the meeting with the Principal, the situation is unresolved, the parent may seek a meeting with the chairperson of the Board of Management (this should be made in writing). The decision of the chairperson will be final.

6. Use of emails in Gaelscoil Thulach na nÓg

- Teachers may choose to communicate with individual parents or class groups from their own work Outlook email.
- No parent may 'cc' any other person, when communicating or responding to a teacher via email. The communication should remain strictly one-to-one.
- Class-group emails may not be used for personal communications.
- No child shall have access to this teacher/parent/guardian forum.
- Emails should be written in a respectful tone, that we expect of all communication within the Gaelscoil Thulach na nÓg community.
- No coordinated campaign is acceptable.
- Parents must expect a reasonable period for response, as normal working hours are to be respected.

No communication will be responded to by teachers within the teaching hours of 8:55am - 2:40pm. If there is an urgent matter, Parents/Guardians should contact the school office at 01 8252858/office@tulach.ie and the messages will be passed on to the class teachers/children.

7. Wider School Community

7.1 Board of Management (BoM)

- The staff representative on the Board of Management and the principal liaise between staff and the BoM.
- Where appropriate, parents/guardians can communicate with the BoM by letter, to the chair, and this correspondence will generally be considered at the next scheduled BoM meeting.

7.2 Parent Teacher Association (PTA)

- The staff representatives on the PTA and the principal liaise between staff and PTA.
- The PTA communicates with parents/guardians through the school newsletter, the website, text messages and the notice board.

- The PTA has representatives in each class who are responsible for communicating with their class about PTA events and seeking volunteers.
- A class contact list may be set up by the PTA representatives for each class; this list may not be used for advertising, complaints or for school matters concerning any child, parent/guardian or staff member. They shall only be used for general organisational and social purposes.

7.3 Policies & Procedures

Policies & Procedures are published on the school website following their approval. It is reported in the BoM Summary Report when a policy is reviewed.

8. Review

This policy will be reviewed regularly according to the ongoing schedule of review of school policies.

Ratified by Board of Management, Gaelscoil Thulach na nÓg in January 2023:

Signature of the Chairperson:

Ronán Caimbeall

Date: 16/1/23

Signature of the Principal:

Seán Ó Lúinín

Date: 16/1/23