



COMMUNICATIONS POLICY Riverview ETNS, January 2021, reviewed December 2023, reviewed February 2025.

Riverview Educate Together National School prides itself on having open communication in the school. This policy was developed by the staff of Riverview Educate Together National School in consultation with the BOM. Its purpose is to provide information and guidelines to parents and teachers on Parent/Teacher meetings and Parent/Teacher communication in Riverview ETNS.

Parents are encouraged to;

- Become actively involved in the Parent Teacher Association, by joining the committee or volunteering at events.
- Collaborate with the school in developing the full potential of their children
- Share the responsibility of ensuring that the school remains true to its ethos
- Participate in policy and decision-making processes that affect them

Annual Communication / Events

- Meeting for parents of new Junior Infants & new class pupils in the Third Term.
- Group Parent/Teacher Meeting in September.
- One-to-one Parent/Teacher Meetings in November.
- Parents receive a school report for each of their children at the end of each school year.
- Meetings with parents whose children have additional needs, including involvement in the IEP process, Individual behaviour plans etc.

General Communication

- Teachers will use Aladdin to communicate information to all of the parents/guardians of the children in their classes
- Messages to individual parents are also sent through Aladdin.
- Important whole-school updates will be sent through Aladdin by the Principal or School Secretary.
- Whole-school notices regarding Learn Together celebrations, Open days/evenings, class events, school concerts etc. are also sent through Aladdin.
- If Parents/Guardians wish to talk to their child's teacher about their progress our preference is that this would be done in person. However, a phone call or video conference call can also be arranged.
- An appointment for a meeting with a teacher can be made directly by speaking with the teacher, or through the School Office, info@rvetns.ie.
- Emails for the attention of teachers should also be sent through the school office, info@rvetns.ie.
- If an issue of a more immediate nature arises – e.g. a child missed breakfast, fell on their way to school etc. – the parent should let the teacher know when they see them in the morning.
- Parents/Guardians should communicate Absence or Illness to the School Office by email or through Aladdin.

- School Noticeboard is used for whole-school and PTA information.'

Meetings with the class teacher at the classroom door to discuss a child's concern/progress is discouraged on a number of grounds;

- A teacher cannot adequately supervise their class while at the same time speaking to a parent.
- It is difficult to be discrete when so many children are close by.
- It can be uncomfortable for a child when their parent is talking to the teacher at a classroom door.

Parents/Guardians are encouraged to inform the school if family events/situations occur that cause anxiety to their child and which may adversely affect their education. In matters pertaining to the wellbeing and education of pupils, only the parents/legal guardians named on the enrolment form will be consulted by the teachers.

Parent-Teacher (P/T) Meetings

The aim of Parent/Teacher meetings is;

- To inform parents on how their child/children is/are progressing in school,
- To inform teachers on how children are coping outside school,
- To establish an on-going relationship and communication with parents,
- To help teachers/parents get to know the children better as individuals,
- To help children realise that home and school are working together.

Parent/Teacher Meetings for children in all classes, except for Junior Infants, are held during the month of November each year. Junior Infant meetings are held in February. Ordinarily P/T meetings are held in person, but a phone call or video conference can be arranged if that is more suitable.

- Parent/Teacher meetings are scheduled through Aladdin.
- If the times available are not suitable, parents can send a message through the School Office, and teachers will make an alternative arrangement.
- Where parents of a child/children are separated our preference is that both parents would meet the teacher together. If this is not possible, the teacher will arrange to meet parents separately.
- Teachers will allocate ten minutes for each meeting. If a longer time is required, the meeting will be re-scheduled for another date.

This policy was ratified by the Board of Management on January 27th, 2021, and reviewed on December 11th, 2023

Chairperson: _____

Date: _____

Principal: _____

Date: _____