

# Communication with Parents and the wider community

## Aims:

The aims of this policy :

- Are to ensure that all communications with parents and the wider community are well thought out, consistent with school policy, professionally presented and accurate.
- Are to foster better communications between the wider community and the school

## Communication may occur through the following medium:

1. Letters
2. Phone
3. Web text (Staff and Parents or Guardians only).
4. Student Journals Parents or Guardians only.
5. Parent Teacher /SNA Meetings (Parents or Guardians only)
6. Reports (Parents or Guardians only).
7. News links or special edition newsletters.
8. Year book.
9. Visits to National Schools.
10. Moate.ie Website.
11. Web Page.
12. Posters/Flyers – Musicals or events within the school.
13. Local Newspapers – Westmeath Topic/Independent.
14. Prize Giving events ie Awards night.
15. Open Day and Open Night.

## The following procedures will apply:

1. All letters sent out will be on headed notepaper and will be presented to the Principal/Deputy Principal's/Yearhead's for a counter-signature.
2. All notes in Journal will correspond with agreed remarks.
3. Reports will be countersigned by the Year head who will offer a comment on the overall report.
- 4. Telephone calls to parents will only be made by Yearheads/Deputy Principal's/Principal and Secretarial Staff as instructed.**
5. All phone calls to parents/members of the wider community to be recorded.
6. Newsletters will be posted at the same time as the results and will also be available on the web page in digital format.
7. The web page will be updated by the web page co ordinator only (updates will be sent by email or placed in the common folder).
8. The web text facility will be used only when approved by the Principal or Deputy Principals.
9. The PRO will liase with the newspapers re articles and pictures (articles will be sent by email or placed in the common folder)

## **FORMULATION OF POLICY**

This policy has been formulated by the Board of Management in consultation with staff.

## **IMPLEMENTATION OF POLICY**

This policy will be implemented by all staff.

## **MONITORING PROCEDURES**

The policy will be monitored by the Principal, Deputy Principals and the SDP committee.

## **SUCCESS CRITERIA**

The success of this policy will be ascertained by more professional communications between the school and the wider community

## **REVIEW PROCEDURES**

The policy will be reviewed on an ongoing basis.