



Communication with Parents and the wider community

This policy is rooted in the Mission Statement and aims of the school, fostering partnership between parents, teachers and the community in the interest of children's learning. All members of the school community will be treated with respect and compassion irrespective of social, racial, sexual or ethnic background.

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
- Are to ensure that important and relevant information is communicated in a timely fashion

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. Twitter @moatecs
12. Facebook page: Moate Community school
13. Posters/Flyers – Musicals or events within the school.
14. Sign at the front of the school
15. Local Newspapers – Westmeath Topic/Independent.
16. Local radio
17. Prize Giving events ie Awards night.
18. 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. In general Telephone calls to parents will only be made by Year heads/Deputy Principal's/Principal and Secretarial Staff as instructed. However a teacher may



make contact once they have spoken to the year head to ensure there is not a crossover of communication

5. The Chaplain/Guidance personnel will have to contact parents at regular intervals in connection with their role within the school.
6. All phone calls to parents/members of the wider community to be recorded- date/time/who was communicated with and the general content of the conversation.
7. All written correspondence will go to the address provided upon enrolment unless a change is requested by the parent/guardian.
8. Newsletters will be posted at the same time as the results and will also be available on the web page in digital format.
9. The web text facility will be used only when approved by the Principal or Deputy Principals.
10. The PRO will liaise with the newspapers re articles and pictures (articles will be sent by email or placed in the common folder)
11. The school Twitter and Facebook pages will be updated by staff who have authorisation to do so. An ICT/ AUP & Social media policy will be put in place and parents, students and staff will be made aware of it.

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

Date: _____

Chairperson of the BOM: _____