**Kilcommon National School,**

**Tinahely,**

**Co. Wicklow.**

**Policy for Home School Communication - November 2022**

**Content**

1. **Aims**

**2. Board of Management**

**3. Newsletters**

**4. Annual General Meeting**

**5. School Website**

**6. Homework Diaries**

**7. Phone calls**

**8. Seesaw**

**9. Email**

**10. Parental Involvement in School Activities**

**11. Parent Teacher Association**

**12. Parent Teacher Meetings**

**13. Introduction Meeting**

**14. School Reports**

**15. School Booklet**

**16. Review**

**17. Ratification and Communication**

**1.Aims**

1. To encourage parental involvement.
2. To find and promote effective methods of home-school communication.
3. To promote a school community which will benefit and support our pupils
4. To enrich and extend our pupils’ education and experiences by accessing skills and talents of parents and community members.

**2. Board of Management**

1. There are 2 parent representatives on the Board of Management – one female and one male. Election of parents to the Board of Management will follow the rules in the Board of Management’s Handbook.
2. Parents on the Board are involved in school management decisions and in policy formulation.

**3. Newsletters**

1. A school newsletter will be circulated at least once a term. Newsletters will include upcoming important dates, fundraising and Board of Management news along with general school news.
2. The principal, in conjunction with other members of staff, will decide on items to be included in the newsletter. A copy of the newsletter will be distributed to all members of the Board of Management and will be published on the school website.

**4. Annual General meeting**

1. An A.G.M will be held during Term 1 each year. Parents and staff will be invited to submit proposals for topics to be discussed.
2. An agenda for this meeting will be drawn up by the principal, in consultation with the chairperson and will be circulated to parents prior to the meeting. The meeting will be chaired by the chairperson / principal.

**5. School website**

1. Our school has a website – www.kilcommon.ie , via the weebly hosting website, and it is updated regularly with important information for the school community.

**6. Homework Diaries:**

1. All pupils from 1st to 6th classes will have a homework diary which should be signed weekly
2. The homework diary will also be a method of communication between the school and home and may contain notes from parents and teachers. Parents are encouraged to use this method of communication (see homework policy)

**7. Phonecalls:**

1. All telephone conversations must be through the school landline 0402 38192.
2. It is requested that parents do not contact teachers’ on their personal mobile phone numbers,, except on the occasion of off-site excursions and in cases of emergency.

**8. Seesaw:**

1. Seesaw is a key communication tool in Kilcommon NS. It is used for class announcements and for private communications between parents and teachers. It may also be used by pupils for homework activities.
2. Further guidelines on the use of Seesaw are detailed in our home-learning policy.

**9. Emails:**

The following email addresses have been assigned to our school, as an additional form of communication between home and school.

1. Office: [info@kilcommon.net](mailto:info@kilcommon.net)
2. Infants: [junior@kilcommon.net](mailto:junior@kilcommon.net)
3. 1st 2nd: [1and2@kilcommon.net](mailto:1and2@kilcommon.net)
4. 3rd 4th: [3and4@kilcommon.net](mailto:3and4@kilcommon.net)
5. 5th 6th: [5and6@kilcommon.net](mailto:5and6@kilcommon.net)
6. Principal: [principalkilcommonns@gmail.com](mailto:principalkilcommonns@gmail.com)

**10. Parental Involvement in School Activities:**

Parents are encouraged to have an active role in the life of the school.

1. Policy review: Proposed key policies are circulated to parents / a PTA sub-group seeking opinions and recommendations. Other school policies are kept in the school office and available for viewing.
2. Reading support: Vetted parents may be asked to come into the school to support reading programmes in various classes.
3. Activities: Vetted parents may be invited into school to support a variety of areas of the curriculum and with extra-curricular events.

Examples include fundraising and family events, arts and crafts, gardening, science activities, strands of the PE curriculum, swimming, literacy and music etc

1. Participation inPTA and its activities, becoming parent representative on the Board of Management and social/ fundraising events.

**11. Parent Teacher Association:**

Kilcommon NS has an active Parent Teacher Association.

1. An AGM is held during Term 1 and all parents are invited to attend.
2. The purpose of the Parent Teacher Association shall be to provide a structure through which the teachers and parents / guardians of children attending Kilcommon National School can work together for the best possible education for their children.
3. The Parent Teacher Association shall work with the pupils, principal, teachers and Board of Management to build an effective partnership between home and school.

**12. Parent Teacher Meetings:**

1. Teachers are available during the year to meet any parent by appointment.
2. Parents are encouraged to contact class teachers if they have any questions or concerns.
3. Formal parent-teacher meetings are arranged during Term 1 of each year. These take place after school hours. A timetable is sent to all families at least two weeks prior to the meetings. An alternative time and day will be arranged by the class teacher, should any family be unable to attend.

**13. Introduction Meeting:**

1. All class teachers will arrange an introduction meeting with parents in their classroom. These meetings will take place before mid-term in Term 1 each year.
2. Meetings may be held virtually or face-to-face, as arranged by the class teacher.
3. These meetings provide an opportunity for the teacher to provide information on routines and work covered in the classroom.

**14. School Reports:**

1. School reports on each pupil will be completed by teachers in June. These reports will be filled in the NCCA standard report card creator which includes progress in both academic, social and personal development.
2. Reports will be shared with parents, ensuring that adequate time is given to parents to respond to information in the report, should they wish.

**15. School Booklet:**

1. A school booklet has been drawn up by the principal and staff. This booklet contains important school rules, information, and key policies in Kilcommon NS.
2. A copy of this booklet is given to all new and prospective parents.

**16. Review:**

This policy is reviewed every four / five years, or as deemed necessary.

**17. Ratification**

This policy was ratified by the Board of Management of Kilcommon National School.

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Signed. DATE.