



## Polasaí Cumarsáide

### Ráiteas Tosaigh

Aithníonn Gaelscoil na Dúglaise an tábhacht a bhaineann le cumarsáid shoiléir agus éifeachtach le tuismitheoirí agus caomhnóirí agus tá sí tiomanta do bheith oscailte agus inrochtana do gach tuismitheoir agus caomhnóir. Fáiltíonn Gaelscoil na Dúglaise roimh thuismitheoirí oibriú i gcomhpháirtíocht leis an bhfoireann ar mhaithe le hoideachas a bpáistí. Is é cuspóir an pholasaí seo ná eolas agus treoirínite a sholáthar do thuismitheoirí/chaomhnóirí ar Chruinnithe Tuismitheoirí/Múinteoirí agus ar chumarsáid tuismitheoirí/múinteora i nGaelscoil na Dúglaise. Tá an baile lárnach d'fhorbairt an linbh. Déanann an scoil agus an teaghlach a ndícheall a bheith ag tacú lena chéile ionas gur féidir oideachas an dalta a bheith éifeachtach. Tugann an polasaí seo aghaidh ar na príomhbhealaí ina gcinntíonn an scoil cumarsáid éifeachtach idir an baile agus an scoil.

### Tá foireann Ghaelscoil na Dúglaise agus an Bord Bainistíochta tiomanta do

- Dlúthcheangail éifeachtacha a fhorbairt le tuismitheoirí
- Páirt a ghlacadh i gcruinnithe ar bhealach dearfach measúil, ag dearbhú ról lárnach na dtuismitheoirí mar phríomhoideachasóirí a gcuid leanaí
- Éiteas, luachanna agus carachtar sainiúil Ghaelscoil na Dúglaise a chothabháil
- Tacú le Cumann na dTuismitheoirí
- Rannpháirtíocht na dtuismitheoirí i mbeartas agus i gcinneadh scoile a spreagadh agus a éascú

### Spreagtar tuismitheoirí chun:

- Dlúthnaisc a dhéanamh leis an scoil
- Comhoibriú leis an scoil chun lánacmhainneacht a bpáistí a fhorbairt
- An fhreagracht a roinnt féachaint go bhfanann an scoil dílis dá héiteas agus dá luachanna agus carachtar sainiúil
- Páirt ghníomhach a ghlacadh sa scoil agus i gCumann na dTuismitheoirí
- Páirt a ghlacadh i bpróisis bheartais agus chinnteoireachta a bhfuil tionchar acu orthu. I ngach ábhar a bhaineann le folláine agus oideachas na ndaltaí, na tuismitheoirí/dlíthe amháin rachaidh an fhoireann i gcomhairle le caomhnóirí. Tá sé riachtanach go bhfuil gach tuismitheoir agus caomhnóir dlíthiúil ainmnithe ar an bhfoirm chlárúcháin.

## Gaelscoil na Dúglaise 19882S

### Iompar gach duine fásta sa Scoil

Tá cumarsáid dhearfach agus ómósach thar a bheith tábhachtach dár scoil. Ní h-amháin go leathnaíonn sé chuig na páistí ach chuig na páirtithe leasmhara ar fad e.g. an fhoireann, na tuismitheoirí agus daoine eile.

Ba chóir go mothaíonn aon duine a thagann isteach inár bhfoirgneamh sábháilte é sin a dhéanamh.

Tá freagracht ar an bpobal as a n-eiseamláirí iompair féin a chinntiú.

Caithfidh gach duine fásta lenár bpáistí, ár bhfoireann agus tuismitheoirí eile leis an meas is mó agus iad san áitreabh.

- Bítear ag súil go labhróidh gach duine fásta sa scoil lena chéile le meas. Ní ghactar le scairt nó tuin ionsaitheach eile. Má thaispeánann aon duine fásta fearg nó ionsaí a dhéanamh ar bhall eile de phobal na scoile, is féidir go n-iarrfaí orthu iad féin a bhaint den fhoirgneamh agus/nó láithreán na scoile.

I gcásanna tromchúiseacha, agus má tá séag teastáil, cuirfear glooch ar na Gardaí.

- Beidh meas ag an scoil ar chearta na bpáistí agus na dtuismitheoirí ar phríobháideacht agus mar sin ní labhróidh an fhoireann leat faoi aon leanbh seachas do leanbh féin.

### Rudaí nach mór don scoil a bheith ar an eolas faoi chun do leanaí a choinneáil sábháilte agus sláintiúil.

- Tá sé ríthábhachtach go gcuirfí an scoil ar an eolas láithreach má tharlaíonn imeachtaí nó má athraíonn cúinsí teaghlaigh d'fhéadfadh sé a bheith ina chúis imní dod leanbh agus d'fhéadfadh sé cur isteach ar a (h)oidreachas. Is é an múinteoir ranga an chéad pointe teagmhála i gcónaí.

- Ba chóir go mbeadh a fhios ag an scoil i gcónaí cé atá ag bailiú do pháiste. Sonraíonn liosta na dteagmhálaithe ar Aladdin iad siúd atá údaraithe do leanbh a bhailiú i rith an lae scoile.

Dá n-athródh sé seo, is ortsa atá an dualgas é sin a chur in iúl don mhúinteoir ranga. Ní scaoilfear páiste in aon chás d'aon duine nach bhfuil údaraithe/gan aithne ag an scoil.

Más rud é, ag am ar bith, go n-athraíonn tuismitheoirí na socruithe 'piocadh suas' dá leanbh, ba chóir don tuismitheoir údarú scríofa a thabhairt don scoil láithreach. Is féidir é seo a chur in iúl do mhúinteoirí ar Aladdin.

### Struchtúir i bhfeidhm chun cumarsáid oscailte agus comhairliúchán le Tuismitheoirí a éascú.

#### Comhairliúcháin Bhliantúla lena n-áirítear:

- Ionduchtú na Naíonán Sóisearacha nua agus a dtuismitheoirí i mí Bealtaine/Meitheamh.
- Cruinnithe Meán Fómhair do na ranganna sóisearacha. Buailéann múinteoirí le tuismitheoirí nó déantar teagmháil trí ríomhphoist chun breac-chuntas go hachomair a thabhairt ar an gcuraclam, rialacha an ranga agus ionchais na bliana.
- Cruinnithe tuismitheoirí/múinteoirí aghaidh-ar-aghaidh i mí na Samhna.

## Gaelscoil na Dúglaise 19882S

- Buailéann múinteoirí ranga /RSO le tuismitheoirí a bhfuil páistí acu le riachtanais speisialta oideachais, faoin sos lár téarma.

### Cumarsáid scríofa lena n-áirítear:

- Dialann obairbhaile (Rang 1-6) chun tuismitheoirí a chur ar an eolas faoin obair bhaile a thugtar, chun a dheimhniú go bhfuil an obair bhaile críochnaithe agus chun teachtaireachtaí a chur in iúl do thuismitheoirí/múinteoirí.
- Ríomhphost/teachtairachtaí seolta ó mhúinteoirí ranga chuig tuismitheoirí, tríd an gcóras Aladdin.
- Ríomhphost/teachtairachtaí seolta ó thuismitheoirí chuig na múinteoirí ranga, tríd an oifig (oifig@gaelscoilnaduglaise) nó Aladdin.
- nuashonruithe seachtainiúla ón bPríomhoide chun tuismitheoirí a choinneáil ar an eolas faoi imeachtaí scoile, laethanta saoire, cinntí a dhéantar chun polasaithe agus nósanna imeachta reatha a athrú nó cinn nua a thabhairt isteach nó aon chuinsí scoile eile
- Tuairisc scoile do gach dalta ag deireadh gach scoilbhliana (roinnte trí Aladdin).
- Clár fógraí Aladdin le haghaidh meabhrúcháin ghinearálta (m.sh. dúnta scoile, maidineacha caife)
- D'fhéadfadh dialann baile scoile a bheith ag roinnt daltaí le RSO. Ní bealach athbhreithnithe é seo dul chun cinn acadúil/sóisialta a roinnt ach is uirlis úsáideach faisnéise é idir an baile agus an scoil.
- Blaganna ranga nó ardáin eile ar líne e.g. Class Dojo, Seesaw chun nuacht an ranga a roinnt.

Go ginearálta, beidh an chumarsáid a sheoltar ón scoil 'gan pháipéar'. Ríomhphost seolta chuig an seoladh(seoltaí) ríomhphost a chuirtear ar fáil ag an gclárú, mura a mhalairt iarrtha ag tuismitheoirí. Seolfar gach cumarsáid pháipéir a sheoltar ón scoil chuig seoladh baile an linbh mar a thugtar ar an bhfoirm rollaithe, mura n-iarrtar a mhalairt ag tuismitheoirí.

### Struchtúir agus próisis eile lena n-áirítear:

- Tugtar cuireadh do thuismitheoirí plé a dhéanamh agus cur le dréachtú agus athbhreithniú polasaithe scoile nuair is cuí. Nuair a bhíonn an doiciméad daingnithe ag an mBord cuirtear ar fáil do gach tuismitheoir trí shuíomh idirlín na scoile nó i gcóip chrua má iarrtar é.
- Tugtar cuireadh do thuismitheoirí chuig imeachtaí i rith na bliana e.g. ceolchoirmeacha scoile, Preab Gaeltacht, Ceiliúradh scoile, maidineacha caife.
- Rannpháirtíocht tuismitheoirí i réimsí curaclaim agus seachtainí fócais m.sh. Leabharlann na Scoile, Seachtain STEM, Lá Domhanda na Leabhar; eolas a roinnt etc.
- An aip Aladdin Connect . Spreagaimid gach tuismitheoir le húsáid a bhaint as an aip seo. Tríd an aip seo is féidir sonraí teagmhála a nuashonrú, cead a lorg, neamhláithreachtaí a mhíniú, tuairiscí scoile a fheiceáil, íocaíochtaí a dhéanamh agus feidhmchláir úsáideacha eile.

## Gaelscoil na Dúglaise 19882S

### Nósanna imeachta do thuismitheoirí chun cumarsáid a thosú leis an scoil.

Más mian le thuismitheoir dul i gcomhairle le múinteoir is féidir leis/léi dul i dteagmháil le rúnaí na scoile, de ghnáth trí ríomhphost, nó trí Aladdin chun am oiriúnach a shocrú. Sa chás gur dócha go bhfuil gearán ag thuismitheoir, leagtar amach in Aguisín 1 na nósanna imeachta atá le leanúint.

Tosaíonn na ranganna ag 8.50rn agus críochnaíonn siad ag 1:30in (naíonáin) agus 2:30in (1ú -6ú ) agus de ghnáth ní bhíonn an t-am seo oiriúnach do chruinnithe. Ní mholtar cruinnithe le múinteoirí ag doras an ranga nó sa chlós chun imní/dul chun cinn páiste a phlé ar roinnt cúiseanna:

- Ní féidir leis an múinteoir maoirsiú cuí a dhéanamh ar a rang agus iad ag labhairt le thuismitheoir ag an am céanna.
- Tá sé deacair a bheith discrídeach nuair a bhíonn an oiread sin páistí ina seasamh in aice láimhe.
- Is féidir leis a bheith míchompordach don pháiste nuair a bhíonn t(h)uismitheoir ag caint leis an múinteoir ag doras an tseomra ranga.

Uaireanta, b'fhéidir go mbeadh ar thuismitheoir labhairt go práinneach le ball foirne.

Uaireanta is gá na cruinnithe seo a reáchtáil gan fógra a thabhairt roimh ré. Beidh sé mar aidhm ag an bPríomhoide cruinnithe dá leithéid a éascú agus gach iarracht a chinntiú nach gcaillfidh na páistí sa rang aon chuid den am teagaisc/foghlama.

### Cumarsáid ar Líne agus ar na Meáin Shóisialta

Tá suíomh idirlín [www.gaelscoilnaduglaise.ie](http://www.gaelscoilnaduglaise.ie), leathanach Facebook agus leathanach Instagram ag Gaelscoil na Dúglaise. Moltar do thuismitheoirí cuairt a thabhairt ar na suíomhanna seo go rialta chun eolas afháil ar chúrsaí scoile.

Níor cheart don phobal, lena n-áirítear thuismitheoirí, ainm na scoile nó aon rud a shainaithníonn an scoil a úsáid ar líne nó ar na meáin shóisialta gan cead sainráite i scríbhinn a fháil ón bPríomhoide nó ón mBord Bainistíochta. Iarrfaidh Gaelscoil na Dúglaise ort fáil réidh le haon suíomh ar líne nó meáin shóisialta nach bhfuil ceadaithe ag an scoil.

### Cumarsáid leis an bhfoireann

Eagraítear cruinnithe foirne uair sa téarma. Bíonn uaireanta breise sceidealaithe ag an bhfoireann le linn gach mí freisin (comhaontú Bhóthar Lansdún) a leithdháiltear ar phleanáil, FGL, planáil RSO agus réimse fócais. Úsáideann an fhoireann grúpa whatsapp chun nuashonruithe scoile ginearálta, nuacht shóisialta agus imeachtaí a roinnt. Breathnaítear ar an gcumarsáid mar láidreacht i measc na foirne agus tá an chumarsáid neamhfhoirmiúil

## Gaelscoil na Dúglaise 19882S

roimh, le linn agus tar éis scoile mar chuid lárnach d'atmaisféar coláisteach agus gairmiúil na scoile. Buailfidh an fhoireann teagaisc, lena n-áirítear RSOanna le chéile go foirmiúil de réir an sceidil chun 'tabhairt ar aghaidh' a sholáthar don mhúinteoir nua / RSO.

### **Cumarsáid idir Scoil/Bord Bainistíochta/Cumann na dTuismitheoirí**

Déanann an Príomhoide agus Cathaoirleach Chumann na dTuismitheoirí cumarsáid rialta. Uaireanta, trí chomhaontú, d'fhéadfadh naisc a bheith ann leis an bPríomhoide Tánaisteach má thagann réimse áirithe faoina shainchúram.

### **Cumarsáid le gníomhaireachtaí seachtracha**

Bhain Gaelscoil na Dúglaise taitneamh agus tairbhe as naisc le gníomhaireachtaí stáit. Ina measc seo tá:

- NEPS / NCSE / Oide / HSE / Tusla / EWO .

### ***Tá sé mar aidhm ag Gaelscoil na Dúglaise naisc a dhéanamh leis an bpobal trí:***

- Naisc le scoileanna, réamhscoileanna áitiúla agus Gaelscoileanna (Líonra Príomhoidí, imeachtaí gaelscoile, Gael Linn)
- Naisc leis na Gardaí áitiúla
- Naisc le himeachtaí áitiúla
- Naisc le hEaglais Naomh Colm Cille/Oifig an Deoise

### **Cumarsáid trí ríomhphost**

Tríd an gcóras Aladdin, is féidir le múinteoirí ríomhphoist a sheoladh go díreach chuig tuismitheoirí. Ba chóir go mbeadh a fhios ag tuismitheoirí a fhreagraíonn go díreach don ríomhphost seo go dtéann a bhfreagra chuig an oifig . Cuirfidh an rúnaí an chumarsáid seo ar aghaidh chuig an múinteoir ranga in am trátha. Nó is féidir le tuismitheoirí seoladh ríomhphoist scoile an mhúinteora a iarraidh/a úsáid..... @gaelscoilnaduglaise.ie Bíonn múinteoirí sa rang i rith an lae agus ní bheidh am acu rochtain a fháil ar ríomhphoist. Féadfaidh siad a bheith páirteach i bpleanáil, cruinnithe nó nithe pearsanta tar éis am scoile agus mar sin ba chóir am freagartha réasúnta a thabhairt dóibh. Déanfar cumarsáid ó mhúinteoirí le tuismitheoirí a thaifeadadh ar Aladdin mar 'Taifead faoi Chumarsáid' nó 'Taifead Iompair' nuair is gá agus ar mhaithe le leanúnachas.

### **Is é cuspóir an chruinnithe Tuismitheoirí/Múinteoirí:**

- Dea-chumarsáid a bhunú agus a chothú idir an scoil agus na tuismitheoirí
- Tuismitheoirí a chur ar an eolas faoi dhul chun cinn a bpáistí ar scoil

## Gaelscoil na Dúglaise 19882S

- Cuidiú le páistí a thuiscint go bhfuil an baile agus an scoil ag obair le chéile.
- Athbhreithniú a dhéanamh leis an tuismitheoir ar thaithí scolaíochta an pháiste
- Níos mó a fhoghlaim faoin bpáiste ó dhearcadh an tuismitheora
- Bealaí a aithint inar féidir le tuismitheoirí cabhrú lena bpáistí
- Cinntí faoi oideachas an pháiste a idirbheartú le chéile

### Eagrú cruinnithe tuismitheoirí agus múinteoirí

Tionólfar cruinnithe foirmeálta Tuismitheoirí/Múinteoirí uair sa bhliain do na ranganna ar fad, go hiondúil sa chéad téarma i mí na Samhna. Más mian le tuismitheoir cruinniú breise a eagrú ag am ar bith i rith na bliana chun a páiste a phlé, is féidir leo é sin a dhéanamh trí theagmháil a dhéanamh le hoifig na scoile nó leis an múinteoir ranga ar Aladdin. Áiríonn cruinnithe aiseolas ar thinreamh, iompar, poncúlacht, torthaí trialacha caighdeánaithe (nuair is cuí) agus forbhreathnú ar dhul chun cinn tríd an gcuraclam. Go ginearálta bíonn cruinnithe tuismitheoirí/múinteoirí ar siúl sna seomraí ranga agus sna seomraí tacaíochta ach is féidir iad a éascú trí ardáin ar líne a úsáid nuair is gá. Leithdháiltear slótán ama 10-nóiméad do gach cruinniú ar féidir le tuismitheoirí a chur in áirithe tríd an aip Aladdin Connect. Má tá cruinniú níos faide ag teastáil ba chóir iad seo a sceidealú do lá eile.

D'fhonn feidhmiú na scoile agus riachtanais na bpáistí agus na dtuismitheoirí eile a éascú, tá sé tábhachtach go gcoimeádfaí cruinnithe de réir an ama atá leagtha síos. Socraítear amanna na gcruinnithe roimh ré agus ba chóir cloí leo ionas go bhfeicfear na tuismitheoirí ar fad in am chomh fada agus is féidir. I gcás tuismitheoirí idirscartha/colscartha, éascóidh Gaelscoil na Dúglaise iarratais ó thuismitheoirí bualadh le múinteoir(í) a bpáiste ina n-aonar le haghaidh cruinnithe tuismitheoirí/múinteoirí.

### Tuairiscí Scoile

Táirgeann Gaelscoil na Dúglaise tuairiscí foirmiúla chun tuairisc a thabhairt do thuismitheoirí ar dhul chun cinn agus ghnóthachtáil na bpáistí ar scoil gach bliain sa tríú téarma ag baint úsáide as teimpléid chártaí tuairisce mar a éilíonn an Chomhairle Náisiúnta Curaclaim agus Measúnachta ([www.ncca.ie](http://www.ncca.ie)). Eisítear na tuairiscí ar ríomhphost / tríd an aip Aladdin coicís roimh dhúnadh na scoile do shos an tsamhraidh chun am a thabhairt do thuismitheoirí soiléiriú a iarraidh ar an múinteoir scoile ar aon rud atá i dtuairisc a bpáiste.

### Clúdóidh an tuairisc

- Foghlaim agus gnóthachtáil an pháiste trasna an churaclaim
- Meonta foghlama an pháiste

## Gaelscoil na Dúglaise 19882S

- Forbairt shóisialta agus phearsanta an pháiste
- Bealaí inar féidir le thuismitheoirí tacú le foghlaim a bpáiste
- Scóir na dTrialacha Caighdeánaithe

Beidh tuairiscí do pháistí ina mbliain deiridh sa bhunscoil (rang a sé) i bhfoirm Pas Oideachais freisin. Tacaíonn siad seo le haistriú eolais na bpáistí ón mbunscoil go dtí an iar-bhunscoil agus leanann siad teimpléad caighdeánach.

Uaireanta beidh tuairiscí do pháistí ina mbliain tosaigh sa bhunscoil (rang na naíonán beaga) i bhfoirm 'Mo Scéal' ( Teimpléid NCCA) freisin. Tacaíonn siad seo le haistriú eolais na bpáistí ón réamhscoil go dtí an bhunscoil.

### **Sábháilteacht, Sláinte agus Leas ag an Obair**

Tháinig an tAcht um Shábháilteacht, Sláinte agus Leas ag an Obair i bhfeidhm ar 1 Samhain 1989. Is píosa tábhachtach reachtaíochta é do Bhoird Bainistíochta agus dóibh siúd a oibríonn i scoileanna, toisc gur tugadh scoileanna agus coláistí faoi scóip na reachtaíochta sábháilteachta den chéad uair. Aithnítear go bhféadfadh foireann scoile a bheith i mbaol ó fhoréigean i bhfoirm mí-úsáid briathartha, bagairtí, ionsaithe nó imeaglú de chineál eile. Féadfaidh an t-iompar seo teacht ó pháistí, ó thuismitheoirí, ó chaomhnóirí, ó bhaill foirne eile nó ó stocaire. Maidir leis seo, ba chóir go mbeadh gach ball foirne ar an eolas faoi Chiorclán ROS 40/97 a dhéileálann leis na nósanna imeachta atá le leanúint má bhraitheann siad go ndearnadh aon cheann de na hiompraíochtaí thuas orthu.



## Communication Policy

### Introductory Statement

Gaelscoil na Dúglaise recognises the importance of clear and effective communication with parents and guardians and is committed to being open and accessible for all parents and guardians. Gaelscoil na Dúglaise welcomes parents to work in partnership with staff in the interests of their child's education. The purpose of this policy is to provide information and guidelines to parents/guardians on Parent/Teacher Meetings and Parent/teacher communication in Gaelscoil na Dúglaise. This policy addresses the main ways in which the school ensures effective communication between home and school.

#### ***Gaelscoil na Dúglaise staff and Board of Management are committed to***

- Developing close links with parents
- Participating in meetings in a positive and respectful manner, affirming the central and fundamental role of parents as primary educators of their children
- Maintaining the ethos, values and distinctive character of Gaelscoil na Dúglaise
- Supporting Cumann na dTuismitheoirí
- Encouraging and facilitating the participation of parents in school policy and decision Making.

#### ***Parents are encouraged to:***

- Develop close links with the school
- Collaborate with the school in developing the full potential of their children
- Share the responsibility of seeing that the school remains true to its ethos, values and distinctive character
- Become actively involved in the school and Cumann na dTuismitheoirí
- Participate in policy and decision-making processes affecting them.

In all matters pertaining to the wellbeing and education of pupils, only the parents/legal guardians will be consulted by staff. It is essential that all parents and legal guardians are named on the enrolment form.

#### ***Behaviour of all adults in the School***

Positive and respectful communication is of high importance to our school. This not only

## Gaelscoil na Dúglaise 19882S

extends to the children but to all of the stakeholders e.g. the staff, parents and the wider community: anyone entering our building should feel safe to do so. Adults in the school community have a responsibility to ensure their own behaviour models the types of behaviour expected of children. All adults will treat our children, (**Child Safeguarding Statement**) staff and other parents with the utmost respect while on the premises.

- All adults within the school are expected to speak to each other with respect, shouting or other aggressive tones are not acceptable. If any adult displays anger or aggression to another member of the school community, they may be asked to remove themselves from the building and/or school site. In severe cases, and if required, the Gardaí will be called.
- The school will respect all children and parents' right to privacy so staff should not be asked to speak about any child except your own.

### ***Things that the school needs to know to keep your children safe and healthy.***

- It is vital that the school is immediately informed if family events/situations occur that may cause anxiety to your child and could affect his/her education. Your first point of contact should always be your child's class teacher.
- The school should at all times know who is collecting your child. The list of contacts recorded on Aladdin detail those who are authorised to collect your child during the school day. Should this change, the onus is on you to inform the class teacher. Under no circumstances will a child be released to anyone unauthorised/unknown to the school. If, at any time, parents alter the pick-up arrangements for their child, the school should be given written authorisation by the parent immediately. Teachers can be informed of this on Aladdin.

### ***Structures in place to facilitate open communication and consultation with Parents.***

#### **Annual Consultation throughout the year including:**

- Welcome day for new Junior Infants and their parents in May/June each year.
- September meetings for junior classes. Teachers meet/email the parents of their class to outline briefly the curriculum, class rules and expectations for the year.
- Parent/teacher meetings one-to-one in November.
- Class teachers / SEN teachers meet with parents whose children have additional educational needs by the mid-term break.

#### **Written communication including:**

- Dialann obairbhaile (1st-6th class) to inform parents about assigned homework, to confirm that homework has been completed and to relay messages between parents and teachers.
  - Emails/messages sent from class teachers to parents, through the Aladdin system.
  - Emails/messages sent from parents to class teachers, via the office ([oifig@gaelscoilnaduglaise](mailto:oifig@gaelscoilnaduglaise)) or Aladdin.

## Gaelscoil na Dúglaise 19882S

- weekly updates from the Principal keeping parents informed about school events, holidays, decisions taken to change current policies and procedures or to introduce new ones and other school affairs
- School report for each child at the end of each school year (shared via Aladdin).
- Noticeboard Aladdin for general reminders (e.g school closures, coffee mornings)
- Some SEN children may have a home school diary. This is not a means of reviewing academic/social progress but rather serves as a useful tool to share information between home and school.
- Class blogs or other online platforms e.g. Class Dojo, Seesaw for sharing class news.

Generally, communication sent from the school will be 'paperless'. Emails sent from the school will be sent to the email address(es) provided at enrolment, unless otherwise requested by parents. All paper communication sent from the school will be sent to the child's home address as given on the enrolment form, unless otherwise requested by parents.

### ***Other structures and processes including:***

- Parents are invited to discuss and contribute to the drafting and review of school policies where applicable. The document once ratified by the Board is made available to all parents via the school website or in hard copy if requested.
- Parents are invited to events throughout the year e.g. school concerts, Preab Gaeltacht, School celebrations, coffee mornings.
- Involvement of parents in curricular areas and focus weeks eg. School Library, STEM Week, World Book Day; sharing knowledge etc.
- The Aladdin Connect app .We encourage all parents to utilise this app. Through this app contact details can be updated, consent can be sought, absences can be explained, school reports can be viewed, payments can be made and other useful applications.

### ***Procedures for parents to initiate communication with the school.***

If a parent wishes to consult with a teacher, he/she can contact the school secretary, usually via email, or via Aladdin to arrange a suitable time. In the unlikely event that a parent has a complaint, Appendix 1 outlines the procedures to be followed.

Classes begin at 8.50am and finish at 1:30pm (infants) and 2:30pm (1st -6th ) and this time is generally not suitable for meetings. Meetings with teachers at the class door or in the yard to discuss a child's concern/progress are discouraged on a number of grounds:

- Staff cannot adequately supervise his/her class while at the same time speaking to a parent.
- It is difficult to be discreet when so many children are standing close by.
- It can be embarrassing/uncomfortable for a child when his/her parent is talking to staff at a classroom door.

On some rare occasions a parent may need to speak to a staff member urgently. Sometimes these meetings need to take place without prior notice. The Principal will aim to facilitate

## Gaelscoil na Dúglaise 19882S

such meetings making every effort to ensure that the children in the class do not lose out on any of the teaching/learning time.

### ***Online and Social Media Communication***

Gaelscoil na Dúglaise has a website [www.gaelscoilnaduglaise.ie](http://www.gaelscoilnaduglaise.ie) Facebook page and Instagram page. Parents are encouraged to visit these sites regularly to keep up to date on school matters.

The school name or anything that identifies the school should not be used online or on social media by members of the public including parents without express written permission from the principal or Board of Management. Gaelscoil na Dúglaise will request removal of any online or social media sites that are not approved by the school.

### ***Communication with staff***

Staff meetings take place once per term. Staff also have additional scheduled hours during each month (Lansdowne Road agreement) which are allocated to planning, CPD, SEN planning and an area of focus. Staff operate a whatsapp group which is used for sharing general school updates, social news and events. Communication is considered to be a strength among the staff and the informal communication before, during and after school is an integral part of the collegial and professional school atmosphere. Teaching staff, including SETs will formally meet as per schedule to provide 'hand over' to the incoming teacher/ SET.

### ***Communication between School/Board/Cumann na dtuismitheoirí***

The Principal and the Chairperson of the Cumann na dtuismitheoirí communicate regularly. On occasion, by agreement, there may be links with the Deputy Principal if a certain area falls under his/her remit.

### ***Communication with outside agencies***

Gaelscoil na Dúglaise has enjoyed and benefited from links with state agencies. These include:

- NEPS / NCSE / Oide / HSE / Tusla / EWO .

### ***Gaelscoil na Dúglaise also aims to make links with the community through:***

- Links with local schools , preschools agus Gaelscoileanna (Principal Network meetings, gaelscoil events, Gael Linn)
- Links with the community Gardaí
- Links with local events
- Links with St. Columba's Church/ Diocesan Office

### ***Communication through email***

Through the Aladdin system, emails can be sent by teachers directly to parents; however, parents responding directly to these emails should be aware that their response goes to the office . The rúnaí will forward this communication to the class teacher in due course.

Alternatively parents can request/use the teacher's school email address..... @  
gaelscoilnaduglaise.ie

## Gaelscoil na Dúglaise 19882S

Teachers are in class during the day and will not have time to access emails. They may be engaged in planning, meetings or personal matters after school hours and therefore a reasonable response time should be afforded. Communication to parents by teachers will be recorded on Aladdin under Taifead Cumarsáide nó Taifead Iompair when required and in the interest of continuity.

### ***The purpose of the Parent/Teacher meeting is:***

- To establish and maintain good communication between the school and parents
- To let parents know how their children are progressing in school
- To help children realise that home and school are working together.
- To review with the parent the child's experience of schooling
- To learn more about the child from the parent's perspective
- To identify ways in which parents can help their children
- To negotiate jointly decisions about the child's education

### ***Organisation of parent teacher meetings***

Formal Parent/Teacher meetings will be held once a year for all classes, usually in the first term in November. If a parent wishes to arrange an additional meeting at any stage during the year to discuss their child, they may do so by contacting the school office or class teacher on Aladdin. Meetings include feedback on attendance, behaviour, punctuality, standardised test results (where applicable) and overview of progress through the curriculum. Parent/ Teacher meetings generally take place in classrooms and support rooms but may be facilitated using on-line platforms when necessary. Each meeting is allocated a 10-minute time slot which parents can book through the Aladdin Connect app. If a longer meeting is required these should be scheduled for another day.

In order to facilitate the operation of the school and the needs of children and other parents, it is important that meetings should be kept to the allocated time. Times of meetings are agreed beforehand and should be adhered to so that all parents are seen on time in so far as is possible. In the case of separated/ divorced parents, Gaelscoil na Dúglaise will facilitate requests made by parents to meet their child's teacher(s) individually for parent/teacher meetings.

### ***Meetings for Children with Student Support Plans***

For children with designated special educational needs, formal scheduled parent/staff meetings relating to the child's Support Plan will take place during September/October. However, if a parent wishes to arrange a meeting at any stage during the year to discuss their child, they may do so by prior appointment through the school office or Aladdin.

## Gaelscoil na Dúglaise 19882S

### ***School Reports***

Gaelscoil na Dúglaise produces formal reports for reporting to parents on children's progress and achievement at school annually in the third term using report card templates as required by the National Council of Curriculum and Assessment ([www.ncca.ie](http://www.ncca.ie)). The reports are issued by email/ through the Aladdin app a fortnight prior to school closing for the summer break to allow parents time to ask for clarification with the school teacher on anything contained in their child's report.

The report will cover :

- The child's learning and achievement across the curriculum
- The child's learning dispositions
- The child's social and personal development
- Ways in which parents can support their child's learning
- Standardised Test scores

Reports for children in their final year of primary school (sixth class) will also be in the form of an Education Passport. These support the transfer of pupil information from primary to post-primary and follow a standard template.

Sometimes reports for children in their first year of primary school (junior infant class) will also be in the form of 'Mo Scéal' (reporting template NCCA). These support the transfer of information from pre-school to primary school.

### ***Safety, Health and Welfare at Work***

The Safety, Health and Welfare at Work Act became operative on 1 November 1989. It is an important piece of legislation for BoMs and for those who work in schools, as schools and colleges were brought under the scope of safety legislation for the first time. It is recognised that school staff may be at risk from violence in the form of verbal abuse, threats, assaults or other forms of intimidation. This behaviour may come from pupils, parents, guardians, other staff members or intruders. In this respect, all staff should be aware of DES Circular 40/97 which deals with the procedures to follow if they feel they have been subjected to any of the above behaviours.

**Ratified by the Board of Management on the \_\_\_\_\_**

**Signatures: \_\_\_\_\_**