

# St. Joseph's National School



## Parental Involvement

This policy was developed by the staff, parents and Board of Management of St. Joseph's NS in 2016. Our school is a community where pupils, teachers and parents work together for the greater good of the children in our care. The home and school work together to foster the social, spiritual and intellectual development of every child in our school and to nurture within them good moral values in a mutually supportive and respectful manner.

### Aims:

- To promote good working relationships between parents, teachers and pupils based on trust and respect
- To establish procedures for ease of communication between parents and teachers.
- To enrich and extend the educational opportunities provided for our pupils by accessing the skills and talents of parents and the wider community.
- To share the responsibility among all the stakeholders of seeing that the school remains true to its ethos, values and distinctive character.

### Structures in place to facilitate Open Communication and Consultation with Parents

- Teachers hold an introductory meeting with new Junior Infant parents in June before commencement in September.
- Parent/Teacher meetings are held in the first term.
- Meetings are arranged throughout the year with parents/guardians whose children have special educational needs.
- Regular newsletters keep parents up to date with school events.
- Our school website provides information on policies, enrolment forms, school calendar and current events.
- A homework diary is used as a communication link between parents/guardians and teachers. Parents/guardians are asked to sign this diary each night to certify that homework has been completed.

- A school report is sent to all parents at the end of the school year. These provide information about the progress, development and achievements of the pupils. Results of standardised tests are issued to relevant classes.
- Parents are invited to events throughout the year.eg Christmas concerts, musicals and Carol service.
- Parents are also welcome to make an appointment to consult with a teacher by contacting the secretary to arrange a suitable time.
- Written communication from parents/guardians in relation to absences, late arrivals/ early departures are kept by the teachers.

### **Formal Meetings:**

Parent Teacher meetings are held in November each year. However, if a parent wishes to arrange a meeting at any stage during the year to discuss their child, they may do so by appointment.

Parents are invited to discuss their child's progress. Written notification is given prior to the meeting and parents are allotted a ten minute slot. In the case of separated parents they may request separate written notification and can also arrange to meet with the teacher individually. Meetings may take place at another time if parents are unable to attend. Subsequent meetings may follow at the request of either party.

### **Informal Meetings:**

While the school encourages open communication between parents and staff, impromptu meetings to discuss a child's progress or concern cannot be properly conducted during the school day. Such meetings need to be arranged by appointment through the school secretary.

Occasions may occur where a parent needs to speak to a teacher urgently. The Principal will aim to facilitate such meetings making every effort to ensure that the children in the class do not lose out on any teaching /learning time.

If parents wish to drop in lunch boxes, sports gear etc. this can be done through the secretary's office as it is important to keep class interruptions to a minimum.

Parents are strongly discouraged from taking pupils out of school during term time in order to facilitate family holidays.

**Complaints Procedures:**

Complaints are infrequent but the school would wish that they are dealt with informally, fairly and quickly. If a parent/guardian has concerns about their child they should in the first instance discuss the matter with the child's class teacher. If the parent is dissatisfied they then make an appointment to speak with the Principal. Please refer to our policy on Complaints Procedure for Parents.

**Role and Responsibility of Parents Association:**

- The Parents Association has been established from among the parent body and membership is open to all parents / guardians of pupils in the school. They are affiliated with the National Parents Council. ([www.npc.ie](http://www.npc.ie))
- An annual general meeting is held at the beginning of each school year where officers of the association are elected/ nominated. A constitution should be drawn up to ensure the smooth running of the association
- The association promotes the interests of the pupils in cooperation with the board, principal, teachers and pupils of the school.
- Consultation takes place with parents/guardians regarding the formulation of school policies and plans through the Parents' Association.
- Fundraising, sanctioned by the board of management, is organised to provide resources and activities within the school for the benefit of all the pupils.

**Role and Responsibility of Parents' Nominees on B.O.M.**

Two parents (1 male/1 female) are elected to B.O.M. for a four year term. The nominated parents liaise with the Parents' Association. Parents nominees give the parental perspective on the Board of Management. Any complaints or issues should be brought to the attention of the teachers/principal and not the nominees.

**Volunteering**

Parents assisting teachers with coaching, checking paired reading or helping with station teaching should be Garda vetted. They would also need to adhere to confidentiality that exists within the school.

**Success Criteria**

The success of this policy will be assessed at the end of each school year by the teaching staff. The Parents' Association will be consulted regularly.

**Roles and Responsibility.**

Teaching Staff

Board of Management

Parents' Association

**Review Date**

June 2019

Ratified by the Board of Management

Chairperson

Date

