

# St. Joseph's Primary School, Lisburn



## PARENT/TEACHER COMMUNICATION POLICY

**Agreed by Staff: 14/09/20**

**Ratified by Board of Governors: 16/09/20**

**To be reviewed:**

**Signed By Chair of Board of Governors:**

**Date:**

## **St. Joseph's Primary School Mission Statement**

\* **S**urround ourselves with a happy and secure learning environment for all.

\* **J**oin together the home, the school and the wider community.

\* **P**romote academic and cultural excellence amongst our pupils.

\* **S**upport and provide for every pupil's individuality.

### **Introduction & Aims**

The purpose of this statement is to provide information and guidelines regarding communication between parents and teachers of St. Joseph's Primary School.

We acknowledge the home as central to the development of each child and it is our intention that the school and the parent(s)/guardian(s) of the child strive to be mutually supportive of each other so that the child can maximise their potential and 'be the best that they can be.'

### **Responsibilities of the School**

The following list indicates the main structures in place, initiated by the school, to facilitate communication between the school and parents:

- School Website – The school website <https://www.stjosephsschool.org/> is updated regularly with current news and events
- Friday Note - A weekly note that updates parents and carers on weekly school events
- Seesaw app – is updated regularly with current news and events in each individual class
- Twitter - @stjosephlisburn
- Eduspot - 'Teachers2Parents' – text messages where deemed necessary by the school
- Letters by post – where deemed necessary by the school
- Parental interview – likely to be requested by a class teacher or a Senior Member of Staff (e.g. Designated Teacher for Child Protection, SENCO, Vice Principal or Principal). All staff members must seek permission from the principal when arranging meetings with parents to ensure clear lines of communication
- The school calendar
- Parent/teacher interviews– parents will be notified in advance of their allocated dates and times. There will be a statutory meeting in Term 1 and an additional meeting in Term 2 at the school's discretion
- Parents' Information meetings (curriculum meetings) for all classes in September
- Primary 1 Induction Afternoon in June prior to September admission

- Primary 1 Parent Workshops – parents will be notified in advance of the dates and times of these workshops
- Primary 1 Baseline Assessments - parents will be notified in advance of their allocated dates and times
- Primary 7 Transfer to Secondary Level Interviews – parents will be notified in advance of their allocated dates and times
- SEN Home/School Diary (if necessary) – completed by SEN classroom assistant, under the direct line-management of class teacher and SENCo
- 8 weekly assessments in Literacy and Numeracy- results of each assessment will be sent home to parents so they can see pupil progress
- An annual Pupil Report (June)

The school uses the school website to communicate important but non-urgent matters to the general public and parents are encouraged to use these regularly to keep updated on school events and successes.

### **Responsibilities of staff**

Staff are expected to;

- Conduct themselves in a professional manner at all times
- Respond to parental queries in a timely manner
- Do not use personal devices to make work-related phone calls or messages unless in an emergency situation (e.g. school trip)
- Communicate through Seesaw within working hours as far as possible. This does not apply to providing homework feedback if Seesaw is being used by a particular year group for that purpose.

### **Responsibilities of Parents**

We encourage our parents to:

- develop close links with the school and attend meetings relevant to their child/children
- collaborate with the school in developing the full potential of their children;
- familiarise themselves with school policy and procedure (hard copies available on request from the principal)
- support the Staff and Governors in their implementation of policy and procedure
- become actively involved in the Parent Teachers' Association, attend school events and help build a sense of community
- participate in policy review and changes via consultation process
- whilst we encourage the independence of our children, school bags should be checked regularly

## **Responsibilities of Pupils**

We expect our pupils to:

- pass on any written communication from the school to their parent(s) and return the same, duly completed, where appropriate and required.

## **Parent/Teacher contact initiated by parents**

Communication between parents and teachers is to be encouraged.

The school does not believe that email or Seesaw should be used as a means of communication between parents and staff to discuss academic progress or confidential matters pertaining to their child; in such instances parents are asked to contact the school office.

Drop off and pick up times are an occasion for parents and teachers to meet informally. As such, this is an opportunity for both parents and staff to display mutual respect and set an example for our children. Discussing academic progress or confidential matters at these times or in the presence of children at any time is not appropriate. Again, meetings of this nature should be organised through the school office.

Arranging parent/teacher meetings within the school day is usually not possible. Parents are, however, welcome to contact the school office to raise a concern or query. The office staff will direct the enquiry to the appropriate member of staff who will respond at their earliest convenience.

A parent may wish to request a meeting with a class teacher or a senior member of staff. To do so they should contact the office staff who will liaise with the member of staff. Meetings cannot be arranged through the use of the email system. Every attempt will be made to arrange a telephone conversation on the same day or a meeting within 5 working days.

If a matter remains unresolved following contact, then the School's Complaints Policy should be followed in respect of the next line of communication.

<sup>1</sup>In normal circumstances, Curriculum Meetings would take place in school. This year, due to COVID-19, Curriculum Meetings will be available on our school website as presentations.