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*Bord Oideachais &
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Broadmeadow Community

National School,

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Roll Number: 20529J

POLICY FOR COMMUNICATION

BROADMEADOW COMMUNITY NATIONAL SCHOOL



2022/2023

Principal: Miss J. Robinson

The Principal of Miss Jennifer Robinson is responsible for the implementation of this Communications Policy.

Introduction

Good communication between all of those involved in our school is vital for its success. Teachers, Special Needs Assistants (SNAs), Children, Parents/Guardians, all ancillary staff and those we work with within our community form a vital part of our school and effective communication is required.

Broadmeadow Community National School operates within the regulations laid down by the Department of Education & Skills and follows the primary school curriculum prescribed by the Department of Education & Skills which may be amended from time to time, in accordance with Sections 9 and 30 of the Education Act (1998). The on-going internal monitoring by principal and staff will be supported by external evaluation by the Department of Education & Skills Inspectorate.

Communication Values at Broadmeadow CNS

Our school is a co-educational primary school which operates under the patronage of Dublin and Dun Laoghaire Education and Training Board. The school aims to promote the full and harmonious development of all aspects of the child: intellectual, physical, cultural, moral and spiritual. At Broadmeadow CNS we strive to ensure that children engage in a high standard of education in order for his/her personal potential to be achieved as soon as they enter our doors. The school is committed to a spirit of inclusion, equality and harmony where each child and member of the school community is valued and treated with respect.

Here at Broadmeadow CNS it is our mission to respect, celebrate and recognise diversity in all areas of life. Children attending Broadmeadow CNS will be taught and encouraged to view diversity as something which reflects the community from which the children are drawn. Clear and effective, respectful communication from all involved is what will ensure that our vision is achieved.

Parental involvement and that of the extended family plays a key role in the Community National School model and as such we strive for efficient communications to ensure parents/guardians are fully informed at all times. All forms of communication are outlined in our Admissions Policy.

Communication Methods

Broadmeadow CNS aims to promote and support sound communication structures in the following areas:

- Staff Communication.
- Weekly Newsletter to Families.
- Communication with Parents/Guardians/Extended family where needed and permission is granted.
- Aladdin App- Absences and notices
- Within the wider school community (Board of Management & Parent Teacher Partnership) and staff, parents/guardians.

- Links with outside agencies, e.g. Pre-schools, libraries, local businesses
- Effective communication with children.

All members of the school community are expected to familiarise themselves with the Communication Policy for the best implementation. It is considered that everyone has a responsibility to make themselves aware of where and how to seek information and updates as the need arises and should seek to keep themselves informed. It is the responsibility of the individual to ensure that all channels of communication are engaged with and responded to where required. The school Principal will support all those involved.

We have found the most efficient method of communication to be email, text and the Aladdin App. This is also in keeping with our wish to be a green school. All parents are expected to regularly check their email/Aladdin App and will preferably furnish an email address which has push capabilities. This will ensure that communications are not missed. Any urgent communications such as school closures will be communicated via text message and/or letter in your child's book bag. It is the responsibility of parents to ensure that they have provided correct emails and phone numbers as well as ensuring that the school is informed of any changes to same. We would advise that all emails are saved in a separate folder for ease of access.

Communication with Staff

Staff at Broadmeadow CNS will communicate highly through use of email, staff notice board and a weekly memo. Staff are expected to check their emails on a regular basis to ensure communications are received and executed where required.

- A weekly memo will be provided to all staff at the end of each week, preparing and informing staff of all updates and tasks for the school as a whole for the week commencing. All staff will be asked to send details for the memo to the school Principal by 10.00am every Thursday.
- All staff will be provided with an official school email for their use and also have access to a school calendar and school diary to update events.
- Staff will have access to communicate with parents through the use of school Aladdin email and notices, school telephone, online channels and journals provided to the children.
- Staff will be provided with a copy of the weekly newsletter in the staffroom by Friday.
- For challenging communication between the teacher and parents PLEASE CC PRINCIPAL on all emails. If you simply require support, then please discuss with SLT and CC as required. Please communicate notes within journals this way too.
- In addition to the formal communication that takes place during staff meetings, the Principal will ensure to make themselves available to any member of staff who wishes to discuss school matters.
- The SLT will inform staff of emergencies, such as school closure, through text and email if required.

All staff will have the opportunity to put forward ideas for effective communication to the school Principal for ratification. Naturally, all additional forms of communication will also be used, but we ask for staff to follow the above procedure for continuity. All ideas will be hugely welcomed by the SLT.

Communication with Parents

Broadmeadow CNS take communication on all levels very seriously. We will communicate with you as parent in the most efficient way possible as outlined in this policy. All of our new parents will receive a "New Parent Information Pack" which includes an outline of the history of the school, information on various structures within the school and points about the day to day school life. Parents are also advised to read all of the policies on the school website as by accepting a place at the school they agree to adhere to these policies.

Joining the School Community/Welcome Pack

Parents of children who are new to the school receive a document called "New Parent Information" which includes an outline of the history of the school, information on various structures within the school and points about the day to day school life. They are also advised to read all of the policies on the school website as by accepting a place at the school they agree to adhere to these policies.

School Calendar

An annual School Calendar will be issued to all Parents/Guardians and an online version will be found on our website.

Home/School Liaison

All parent/teacher/school contact is considered to be extremely valuable in a child's education and therefore one of our main priorities. Parents/Guardians will be able to arrange any essential meetings with teachers through the office on an appointment basis. Of course, we understand one to one communication will be required, but we do ask this to be limited immediately before or after school hours. Communication or arrangements to meet with a staff member can also be noted within the child's journal. Staff will reply to any notes as promptly as possible. Any serious concerns or immediate information can be passed through the office, email or telephone. We ask you to be mindful of the day to day duties of every class teacher and staff member, knowing that we will certainly communicate with you in order to deal with your question or concern and thank you for your patience and understanding of this in advance.

Reporting Home/ Parent Teacher Meetings/Child Progress

All parent/teacher contact is considered to be extremely valuable in a child's education. As such parents/guardians will be able to communicate directly with staff via the school journal. Of course parents can also request a meeting, if they prefer,

through the school office at a mutually convenient time. Some children may be provided with scrap books, home school link books, behaviour/care need charts and other appropriate paper based communication resources. Other communication channels include some of the following;

- Meet the Teacher- September for all classes.
- How am I doing trackers issued throughout the year in journals.
- A short report is provided to families in February.
- Certificates/assemblies etc.
- Come and see my work open school events.
- Facebook and Twitter Updates
- Aladdin Updates
- Subject open events
- An end of year report will be issued at the end of every academic year in June.
- Parent Teacher Meetings are held in Winter (short slots for settling in) and Summer (Longer progress slots) terms.
- Additional progress meetings may be organised by the class teacher as and when they feel the need. Parents/Guardians will be notified in advance and invited in via appointment.
- Informal communications between teachers/SNAs and parents/guardians may take place should the need arise at drop-off/pick up time **but is preferable that messages are sent via journal as it is extremely busy at these times.**
- Teachers are available to speak to parents/guardians by appointment. These appointments are necessary in order that the teacher may have the opportunity to make alternative arrangements for his/her class, and also may have time to gather together information about the child. Appointments can be made directly with the teacher through the journal. Appointments will be made on an agenda basis and will only cover this planned agenda at the arranged meeting.
- Teachers may communicate with parents/guardians using the school phone if the need arises.

General Communication

- The school will send regular "Broadmeadow CNS " Emails/Aladdin Notices to parents. Parents are advised to keep these in an email folder/Aladdin App to easily reference them when required.
- Text message and/or letter are used for urgent updates. However, email/Aladdin is the primary method of communication.
- The School Calendar at our Website is updated with important dates.

Absences

- All absences are to be reported by the parent on the Aladdin App. Please issue copies of medical/appointment letters upon return to school.

Digital Communication

As we are hoping to promote Broadmeadow CNS as a green school, we ask Parents/Guardians to ensure they engage with all of our digital media. This will include our website and email found at the top of all policies, Facebook, Twitter and personal emails.

Aladdin App

All families will be provided with the Aladdin app and this will be used as the main form of communication for absences, letters, notices, newsletters etc. It is the responsibility of the parent to log all absences on this app and to keep up to date with notices.

It is the responsibility of the school and home to ensure all online media is interacted with in partnership.

Communication with the Wider School Community

Board of Management (BoM):

- The principal and staff rep will liaise between staff and the BoM.
- Complaints Procedure should be followed if a complaint is being made by a parent, where the BoM is only involved when all resolution ideas with the teacher and the principal have been exhausted.

Parent Teacher Partnership (PTP):

- The principal/staff rep on PTP will liaise between staff and PTP.

Policies & Procedures:

- Policies & Procedures are published on the school website following their review.

Sharing of Information (GDPR)

On occasion children will transfer in to our school or may transfer from our school to another. In this event the school will seek or share information related to the child/children with the other educational establishments on a need to know basis.

All sharing of information and storage of information at Broadmeadow CNS will be in line with all legislation including GDPR.

This policy is subject to annual review by the Board of Management

Ratified: Brigid Manton 25/10/22 (Acting Chair)

Jennifer Robinson 25/10/22

