

Communication at St Brigid's Infant School

This policy has been formulated by the staff and Board of Management of St Brigid's Infant School.

We understand that clear, inclusive and respectful communication (receptive and expressive) are essential for the orderly and effective management of the school and for sustaining strong relationships throughout our school community.

In-school

The following tools of communication are in place in St Brigid's Infant School:

- Attentive listening and clear communication
- Respect and courtesy between all members of the school community
- Staffroom blue noticeboard (external messages) or flipchart in lobby
- Staffroom whiteboard (*nuacht an lae*, updates and reminders), occasional announcements at breaktime in staffroom.
- Staffroom calendar, Teams calendar, sign-in book and school diary in office
- Aladdin noticeboard messages (messages related to attendance)
- IMs, emails using staff school email addresses for professional communications
- Cloud-based planning platform (Microsoft Teams) to allow colleagues to post general notices, to chat professionally online and to plan/edit/review shared documents
- Pink SEN boxes for SEN paper documents to be stored in classroom
- Staffroom pigeon-holes
- Yearly "Urgent message" phone group for all staff for urgent school messages out of hours
- Staff meetings – minutes book
- Board of Management meetings – Agreed Report, report for staff after each meeting
- Team meetings and online Microsoft Teams meetings (class teams, ES team, SET team, DEIS teams, ISL, SNA and special interest teams, whole staff group)
- Grievance Procedure can be invoked for staff complaints which have not been resolved informally
- Assembly and school events
- ICE list with "emergency number" for each staff member – to be stored confidentially
- In the event of prolonged school closure, the use of Microsoft Teams for lesson planning, staff meetings and school year planning.
- In the event of exceptional school or class closure, Class Dojo is our online learning platform.
- Staff may keep mobile phones on person/desk for urgent in-school calls eg sick child, emergency.
- Red emergency "I need help in my room" cards

Home-School-Community

- It must be noted that teachers can only discuss confidential matters with parents or guardians of children
- All queries from parents about their children should go through the class teacher.
- School website will be updated regularly

- Class Dojo platform will be used for online teaching should it be required and for communicating with parents and guardians throughout the year (during specified times)
- School policies are published on website. Paper copies available upon request
- Certificates/prizes/happygrams/emails/Class Dojo messages for good/improved attendance or good behaviour
- Monthly school newsletters, on website and hard copy
- Parent “Attendance and Ethos” noticeboard in outside passageway
- Parents’ Room notices, when parents’ room in operation
- Early Start displays
- Notes and Dojo messages to parents on specific issues (eg homework, Stay Safe, tours, events etc)
- All outgoing letters or posts on website to be reviewed/edited/proof-read by a second person for spelling, accuracy and comprehensibility
- Letter templates from *Management of Infectious Diseases in School* (Master copies in middle office) and any communications issued by government departments for dissemination to parents
- HSCL communications (calls, flyers, texts, Whatsapp, notes)
- Home visits (or phone calls, online videoconferencing with parents)
- Parent events and classes will be arranged and publicised.
- Parents views will be sought on policy formation or School Self Evaluation
- Staff keep personal phone numbers and personal email addresses private.
- Staff use school landline, school mobile or “private number” if calling parents e.g. Parent-Teacher meetings.
- Text-a-parent is used for urgent reminders to families.
- Attendance texts and calls from Attendance Monitor at School Completion Programme
- Emails and messages to parents from professional email addresses only (@stbrigidsinfantschool.ie) or through Class Dojo between specified hours.
- Induction meetings and newsletters will be used to communicate school information to incoming Early Start and Junior Infant parents
- Open Days for incoming Early Start and Junior Infant families
- The Complaints Procedure (which provides a mechanism for dealing fairly with parental complaints) may be followed for any parental complaints which cannot be resolved informally.
- Special events (book fair, coffee mornings, grandparents’ day, Christmas concert, graduation, sports day etc) will be arranged from time to time.
- We ask that classes are not disturbed while teaching and learning is in progress
- Brief informal meetings for exchanges of information may take place in the yard.
- Meeting of substance by appointment can be arranged on request of teacher or parent
- Annual Parent-Teacher meetings. In the event that face-to-face meetings cannot be held, phone calls will be arranged. No recording of any meetings is permitted.
- School reports at end of year will be posted
- Banner on school railings at time that we are currently enrolling.
- Parents are requested to keep school updated of any changes in phone number and address.
- Parents must supply three contact numbers and an email address.
- Parents are asked to ring or email the office every day in the case of pupil absences.

- We expect that our staff will be treated with respect and courtesy while carrying out their duties in school.
- Annual Admissions Notice will be published on our website and on the parents' noticeboard and in the newsletter.
- Staff members' "Right to disconnect" will be respected. Staff are not expected to respond to routine work-related messages or emails out of hours. Staff in Leadership & Management may be communicating outside the normal working day.

Social Media

All staff members and parents are hereby reminded to be respectful of data protection guidelines, personal privacy and good name concerns in their use of social media.

The school does not give permission for any meeting to be recorded. Any meeting being recorded will be closed immediately.

All communications issuing from the school, either individually or collectively (by letter, email, Aladdin message, website or any other social media platform) will be professional, courteous and confined to school or education matters.

This policy should be read alongside our Acceptable Use policy and Data Protection policy.

The school will need to be informed in the case of updated phone number, home address or email address.

If parents require separate communications to be sent to separate home addresses or email addresses, the request should be made in writing to the principal.

The policy was ratified by the Board of Management on _____.