

Ballyduff National School, Kilmeaden, Co. Waterford, X91 Y510.

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Roll Number: 13635R

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**Home School Partnership Policy**

**Introductory statement**

This Policy was developed by the staff of Ballyduff N.S. in consultation with the Board of Management. The purpose is to provide information and guidance to parents and staff on the invaluable Home School Partnership Approach that benefits the education of all pupils in the school. In particular, it outlines procedures for effective Parent/Teacher Communication, including Parent/Teacher Meetings. School personnel and family members strive to be mutually supportive and respectful of each other and this approach is central to the ethos of our school. The partnership is envisaged as a positive working relationship that is characterised by a shared sense of purpose, mutual respect and a willingness to listen and learn in the best interests of pupils’ development and progress.

**Parent/teacher meetings**

Parent/teacher meetings take place throughout the year: eg.

* Formal Parent/teacher meetings in January each year
* Meeting for parents of pupils preparing for First Communion and Confirmation
* Annual meeting with parents of new Junior Infants
* I.E.P. meetings with parents of pupils who are accessing extra help in school
* Informal parent/teacher meetings (by appointment)

**The aims of Parent/Teacher Meetings are:**

* To facilitate an exchange of information among staff members and parents
* To let parents know how their children are progressing in school
* To let teachers know how children are getting along outside school
* To establish an ongoing relationship and communication with parents

**Informal parent/teacher communication:**

Communication between parents and teachers is encouraged.

Parents are asked to please make an appointment by phone call, by visit to the secretary’s office or by note in the Homework Journal to meet with the child’s teacher if/when needed. Pre-arranged appointments facilitate better quality communication between the parent and teacher, rather than the more rushed and distracted type that takes place when the teacher has to supervise the pupils in the class from the classroom door while at the same time communicating with a parent.

Pre-arranged meetings allow for more discreet and respectful communication and avoid potential embarrassment for a child when his/her parent is talking to the teacher at the classroom door. Therefore, it is school policy that parent teacher meetings are by appointment only.

It is understood that from time-to-time certain ‘sensitive/urgent’ situations (eg serious illness of family member, family crisis, etc) will arise which will require a parent to arrive at the school without appointment and such situations will of course continue to be facilitated. Outside of such situations parents should not arrive at the school unannounced/without appointment to seek a consultation with a staff member.

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.

**Formal parent/teacher communication**

Formal timetabled Parent/Teacher Meetings take place in January each year. These Meetings are an important opportunity for parents and teachers to exchange information regarding the child’s progress.

Appointment slips are issued to parents two weeks prior to the meeting. If unable to attend, parents should notify teacher(s) accordingly so that an alternative appointment may be made. We request that every effort should be made by parents to attend the meeting.

An end of year report is issued to parents in June.

**Other parent/teacher communications**

The TextaParent service is also used to notify/update parents of significant/unexpected events during the school year

Parents are encouraged to check Homework Journals on Mondays to Thursdays as notes or comments may be included by the child’s teacher. Similarly, parents may use the homework journal to communicate with the teacher. Parents are required to complete the appropriate section of the homework journal to notify the class teacher of their child’s absence, including dates and reasons for absences.

This policy was developed by school staff and ratified at a Board of Management meeting on Tuesday the 3rd of December, 2019.

Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Rev. Michael O’ Byrne, Chairperson BoM