

WICKLOW EDUCATE TOGETHER NATIONAL SCHOOL COMMUNICATIONS GUIDE

School contact information:

Wicklow Educate Together N.S., Hawkstown Rd, Wicklow Town, Co Wicklow

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Email General - Info@wicklowetns.com

Principal – Sinead Watson sinead.watson@wicklowetns.com

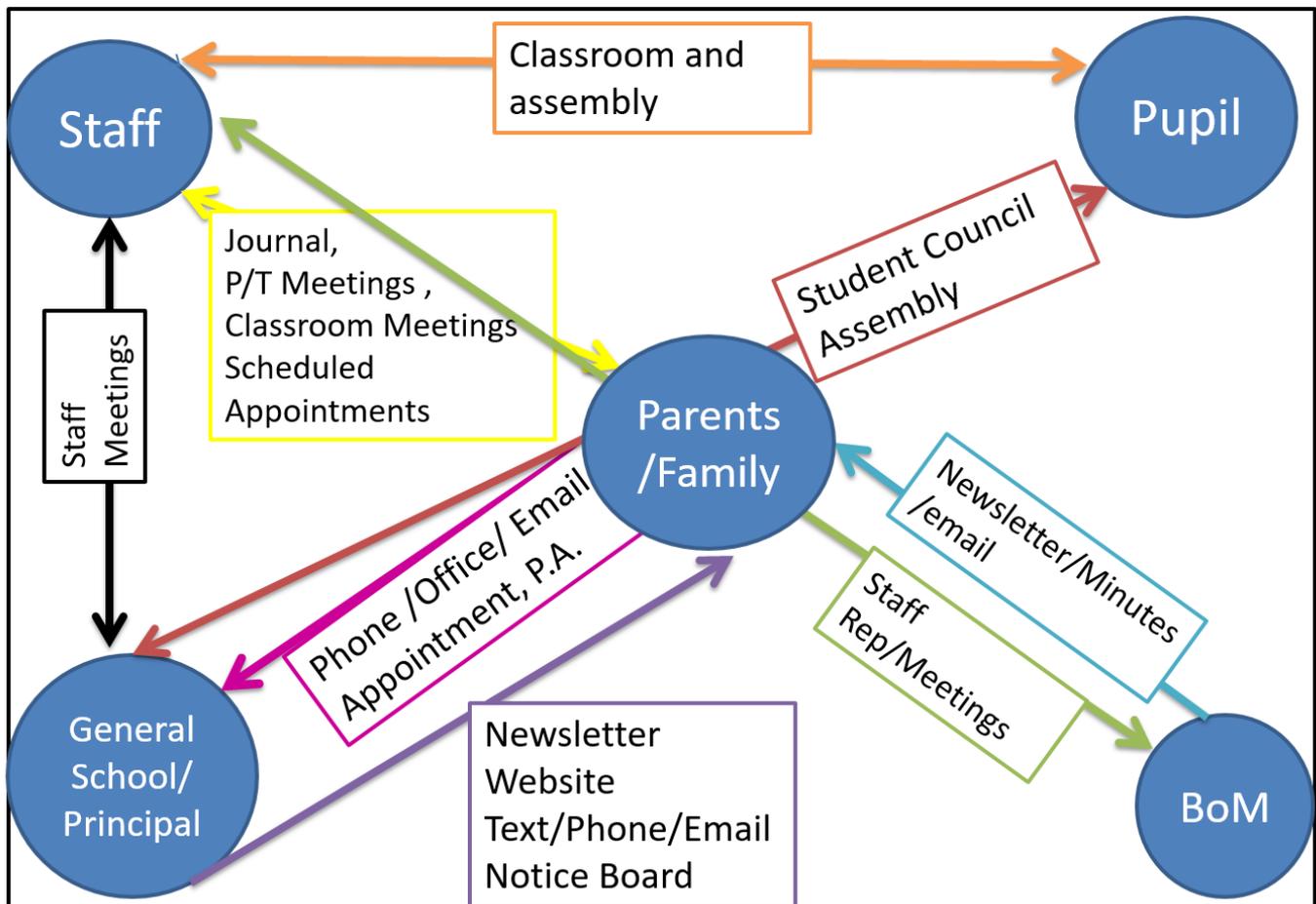
Board of Management – BOM@wicklowetns.com

Parent's Association - pta@wicklowetns.com

Introduction

This guide was developed by the Board of Management of Wicklow Educate Together National School in consultation with the parents & staff. Its purpose is to provide information & guidelines to the school community on communication in our school. Effective communication amongst students, staff, teachers, principal & parents is imperative and is in the best interests of the children's education, care and wellbeing while in school.

WETNS Communications



There are many structures in place to facilitate communication with parents/guardians in the school. They include:

- Parent newsletters are issued regularly by email and website. Parents are asked to read these carefully (please ensure that the school has your up to date contact details)
- The school noticeboard at the entrance to the school displays the current newsletter & relevant information on organizations, activities & notifications pertinent to the school community.
- Home/School notes are also distributed regularly with information on events and other issues of immediate relevance.
- The school website wicklowetns.com is a source of news and updates about the school and archives newsletters calendars etc. for easy retrieval. The school doesn't have an official Facebook page at present in accordance with National Parent Council Guidelines.
- Parents can access the Aladdin portal to receive information about payments, attendance and contacts
- In cases of emergency the school will communicate via text a parent or by telephone (please ensure the school always has your up to date contact details)
- All class teachers host a group meeting of parents in September & you are encouraged to attend these
- Formal parent teacher meetings take place in November, but teachers and parents may always request additional meetings anytime during the school year.
- A written progress record of your child's attainment is sent home each June (which includes updates on all standardised testing undertaken in school).
- The students' journal is an excellent means of communicating with your child's teacher regarding day-to-day matters or to request and appointment.
- All school policies are in full detail on the school's website, these are reviewed and updated regularly.
- The Board of Management will inform the school community of the date for Board of Management meetings via the newsletter and website, and will communicate matters that arise that affect the school in the report to the school community and the newsletter.

In addition, parents/guardians are encouraged to:

- Develop close links with the school & get to know all within the school community.
- Participate in meetings in a positive and respectful manner, affirming the professional role of the staff at the school
- Collaborate with the school in developing the full potential of their children.
- Become actively involved in the school and the Parents' Association activities.
- Participate in policy and decision-making processes.
- Understand that concerns raised anonymously or via social media cannot be addressed by the school.
- Address any suggestions/feedback that you may have in relation to school life to the relevant committee or to school principal Sinéad

Regarding more serious matters:

- If you have an urgent concern about your child's wellbeing, safety or health, please contact the school immediately.
- If you have any child-protection concerns, please raise the matter immediately with the School's Designated Liaison Person (DLP) Principal Sinead Watson or Deputy DLP Deputy Principal Mary Dee.
- If you have a complaint or concern regarding a teacher please refer to our complaints procedure (see link below) which is in line with the INTO (Irish National Teachers Organisation) developed complaints procedure which is followed by all national schools. It can be found here <http://wicklowetns.com/wp-content/uploads/2016/08/Complaints-Procedure-4.pdf>
- For all other concerns or suggestions please raise them with Sinead school principal in a timely manner sinead.watson@wicklowetns.com 0404 62786
- If approached, PA committee members and Board of Management members will promote the procedures outlined above for dealing with suggestions and concerns relation to the school.

Note the school is aware that the parent student charter is currently being developed nationally, & welcomes this. This document will be updated & reviewed regularly, particularly in light of any new legislative requirements.