

Gaelscoil na Lochanna



Polasaí Cumarsáide

(Good communication policy)

Réamhrá / Introduction

Tá modhanna éifeachtach cumarsáide rí-thábhachtach chun go mbeadh an scoil “éifeachtach.”

Cuirfimid sa scoil luach an-ard ar mhodhanna éifeachtach cumarsáide a chur a chinn. Sa pholasaí seo, tá sé i gceist againn cúpla pointí cabhrach a liostáil agus a roinnt leis an bpobal scoile uilig, chun cabhrú linn cleachtais éifeachtach a bhuanú sa scoil.

Good communication is vital for an effective school.

In the school, we put a high value on developing effective means of communication. In this policy, we intend to list helpful points to enable us, as a school community, to make effective practices permanent.

Réasúnaíocht / Rationale

De réir an Acht Oideachais (1998), is gá don Bhord Bainistíochta dea-cleachtais cumarsáide a chur chun cinn sa scoil.

The Education Act (1998, Section 23(3)) instructs all Boards of Management to put in place procedures to support good communication within the school community.

Leis an scoil ag fás tá sé rí-thábhachtach go gcuirfimid polasaí láidir cumarsáide i bhfeidhm agus go mbeimid go léir eolach faoina pointí atá ann.

In a developing school, such as ours, it is vital to put a strong “good communication” policy in place and vital that all of our community are informed of the main points.

I bpobal mór scoile, níl neart air ach go mbeidh fadhbanna ann ó am go chéile. Cabhróidh polasaí láidir cumarsáide linn go léir fadhbanna agus coimhlint a sheacaint agus cabhróidh sé linn déileáil níos éifeachtaí leo agus bogadh ar aghaidh.

Amongst a growing school community, it is inevitable that from time to time problems will arise. A strong communication policy will help us to avoid problems and conflict and moreover, will help us to deal with problems when they arise and enable us to move on.

I scoil óg nua mar atá againn, tá deis iontach againn cleachtais ceart cumarsáide a bhunú agus a bhuanú on tús.

In a new school, such as ours, there is a great opportunity to create and make permanent correct practices for good communication.

Prionsabail / Principles

Tá an polasaí seo bunaithe ar 3 phríomh phrionsabail.

This policy is founded on 3 governing principles.

1. We want to portray a living attitude of “Fáilte” (welcome) when communicating with and within our whole school community.
2. The value of listening and finding time to listen is key to good communication.
3. Time in the classroom is the most valuable time for teachers and therefore class contact time should never be eroded.

Eolas Teagmhála / Contact Information

School mobile	087-9388651
School landline	045-900525
Principal’s email	priomhoide@gaelscoilnalochanna.com
Secretary’s email	runai@gaelscoilnalochanna.com
Board of Management’s email	bordbainistiochta@gaelscoilnalochanna.com
Parent Association’s email	coistenadtuisti@gaelscoilnalochanna.com

Foireann na Scoile / School Staff

Staff names:

- Seán Ó Cearnaigh (Príomhoide)
- Amy Ní Chonghaile (Múinteoir ranga)
- Eithne Ní Chaolaigh (Múinteoir Ranga)
- Deirdre Ní Dhúgáin (Múinteoir tacaíocht foghlama 5hrs)
- Fíona Stack (Rúnaí 12 hrs)
- Elizabeth Boylan (Glantóir)

Secretary / An Rúnaí

Fíona is the school's part- time secretary. She works in the office

Mon. 9.00am-2.00pm.

Tues. 9.00-2.00pm

Wed. 9.00am-2.00pm.

Fri. 9.00am-2.00pm.

(Note these are the only times the school phone (087-9388651, 045-900525) can be answered during the school day.)

Deirdre works in the school 12.5 hours a week.

Elizabeth (Betty) works 10 hrs a week after school hours.

Coiste na dTuistí / Parents' Association

There are 11 members on the parents' association and parents from each class are represented.

Names and Roles:

- Ciarán Ó Murchú (*Chairperson*) - (Cristóir Ó Murchú, Rang 2);
- Sharon Ní Bhriain (*Secretary*) – (Rián Ó hAilín, Rang 2);
- Rachel Cunningham (*P.R.O.*) – (Patrick Ó Cuinneagáin, Rang 1);
- Mandy Sherratt (*Treasurer*) – (Keeva & Kealan Ó Séartha, Naíonáin Shin & Rang 2);
- Cólín Ó Tuatháil (*Board member liason*) – (Saoirse Ní Thuathail, Naíonáin Shin);
- Sinéad Ní Shé (*Board member liason*) – (Bríon & Lile Ní Chonchubhair, Naíonáin Shin & Rang 2);
- Irene Keogh (Méabh Ní Riada, Rang 1);
- Dave Bailey (Cillian Ó Báille, Naíonáin Shinsearacha);
- Paula Hayden (Mark Ó hÉidéan, Rang 2);
- Martina O'Connor (Madbh Ní Chonchubhair, Rang 1);
- Deirdre Doyle (Ronan Gairnéir, Rang 1).

The Coiste operate under the rules of their agreed constitution. They usually meet about once a month in a section of the West Wicklow Pub. The term of office is for 1 year (typically January to January). A quorum of 5 members must be present for Coiste meetings.

Note: The Coiste are precluded from discussing individual teachers and children at meetings.

The Chairperson of the Coiste can be contacted at this email address:
coistenadtuisti@gaelscoilnalochanna.com

Bord Bainistíochta / Board of Management

Names and Roles:

There are 8 members on the Board of Management.

Máirín Higgins (Cathaoirleach / Chairperson)

Eóin Phibbs (Cisteoir / Treasurer)

Ruairí Ó hAilín (Leas-Chisteoir / Vice-Treasurer)

Sínéad Ní Shé (Oifigeach Eolais / Information Officer)

Cóilín Ó Tuathail (Oifigeach Slándála / Safety Officer)

Dan Mac Cána

Seán Ó Cearnaigh (Príomhoide)

Amy Ní Chonghaile (Teacher's Representative and Recording Secretary)

They meet usually once a month (and at least 5 times in a school year). The term of office is for 4 yrs. The board conducts its business through Irish.

Note: A quorum of 5 people is necessary for Board meetings.

The business of the Board of Management is governed by a set of detailed procedures set out in the Board of Management handbook. The board, although required to keep some matters confidential, intends to pursue a policy of openness and maintain a positive approach to sharing information with the school community. To this end, following each meeting, the Board issues a statement to the school community. (Currently, statements are sent to all parents, emailed to all Coiste members and posted on the school website).

**Teagmháil idir an Coiste, an Bord agus an Scoil /
*Contact between Coiste and Board of Management and the School***

This contact is vital and constant.

At each Coiste meeting, the Principal gives a short report of school news. Members from the board , along with the Principal, convey Board news to the Coiste.

At each Board meeting the Principal gives a report of school news.

At each Board meeting, parents from the Coiste give an account of Coiste business.

The Principal and members of the Coiste/Board are in constant email, phone, text contact.

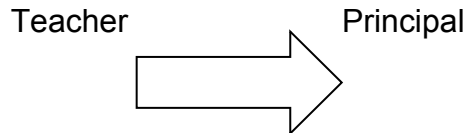
Cuairteoirí chun na scoile / *Visitors to our school*

Salespeople, Journalists, Local Representatives, Photographers, or any person on non urgent business should note that the Principal and teaching staff are only available to meet outside of class teaching hours.

Do Thuistí / For Parents

Cad a dhéanaim má bhím buartha faoi rud éigin? / So what do I do if I have a concern?

The following rule of thumb for addressing concerns applies:



The vast majority of all concerns can be and usually are resolved at this level. If it is a matter that cannot be resolved, you could direct the concern to another appropriate body i.e. Board of Management, Coiste na dTuismitheoirí, Department of Education or other outside agency.

Note: Matters for the Board of Management must be sent in writing and will receive a written reply. (alternatively email the chairperson at bordbainistiochta@gaelscoilnalochanna.com)

Cad é an tam ceart le labhairt leis an oide? / How do I get time to talk to the teacher?

Parents wishing to meet with teachers must arrange an appointment outside of class teaching time, convenient for both and should signal to the teacher what the concern is. ("I am a bit concerned that Seán is struggling with his homework, and he says in the mornings he hates school – could I meet with you some time to talk this through?")...

Parents could ring the school or drop a note to the class teacher to ask for such a meeting. This can be done through Irish or English.

D'fhéadfadh oide cruinniú a lorg / A teacher may request to meet with a parent

Teachers from time to time need to talk through matters with parents. They will request a meeting or a phone call in writing stating the concern, (outside of class teaching time and convenient to both).

NB: In the case of arranged meetings, priority must always be given to matters relating to educational and social well being of your child.

**Nóta: Uaireannta bíonn gá le idirghábhálaí /
*Note: sometimes problems arise needing facilitation***

And so, if deemed necessary and appropriate -we accept that a parent may wish some other person to accompany them at a meeting and likewise a teacher may request the Principal or Vice-Principal to be present.

Má bhíonn mo pháiste as láthair / *If my child is absent*

If a child is absent, it is sufficient to send a note explaining their absence in to their class teacher on their return. (A text to the school mobile number can be helpful too).

An Fón Scoile / *The school phone*

The school secretary is available to answer the telephone during her hours of work (see above). At all other times during school, the phone will not be answered. Please leave messages on the mobile phone and these will be picked up after school hours and calls will be returned as soon as possible.

(NB: only the school phone numbers should be used to contact staff).

Teachtaireachtaí gearra / *Small messages*

The exception to the requirement for arranged meetings is in the in case of short messages that can be passed on to the teacher in the morning (i.e. alternative collection arrangements, certain medical information, homework matter, uniform issues). It is helpful if these short messages are written in a short note to the teacher.

Note: If a teacher deems the message requires further discussion they may request to meet with the parent again (outside of class teaching time at a time convenient to both.)

Rang 1 upwards have homework journals and these can be used to write quick notes to the teacher.

Téacs idirlíon / *Webtexting*

At present, the Coiste on behalf of the school issue webtexts to our school community. This can be a very effective way of issuing reminders, quick notices or emergency notices. The school has an agreed policy on webtexting. (This system will be streamlined in the future).

Suíomh idirlíon / Website

The school website www.gaelscoilnalachanna.com is updated regularly by the school and with the assistance of parents. The front page contains a notice board section for our school community.

Ríomhphoist / Email

(Principal) priomhoide@gaelscoilnalachanna.com

(Secretary) runai@gaelscoilnalachanna.com

At present the school operates with these above email addresses. At present, our email facility is used by Board members, Coiste members, and outside agencies (i.e. Department of Education and Science, Gaelscoileanna, other schools).

Clár na bhFógraí / Notice board

A flipchart notice board is used in the school yard to post quick messages and reminders to parents about school events.

An Plean Scoile / The School Plan

The School Plan is the overall document of the school. It contains a full description of every aspect of school life (i.e. list of policies, curriculum plans, mission statement, aims, procedures for day-to-day management etc). This document is an ever evolving plan and at any given time provides a picture of where the school is at and where it intends to go. Contributions to the plan are taken from our whole community (Board, Coiste, Staff, Parents, outside agencies, children). The Board, for example, has set out a roadmap for the school for the next 4 years and included this in the school plan.

Tuairisc Airgeadais / Financial Reports

The treasurer to the Board of Management supplies financial reports at Board meetings. These reports are kept on record in the school and are available to the school community. All school accounts are audited at the end of each school year and sent to the school Patron. Each term (or more regularly) an update of the school finances is provided by the Board representatives/Principal at Coiste na dTuistí meetings.

Nótaí Abhaile / *Notes home*

Notes home are a vital part of the communication system of the school. Notes are prepared usually a week in advance of issue and so notices for inclusion on the notes home should be provided a week in advance where possible. Notes are issued usually every two weeks. They provide accounts of school news and notify parents of upcoming events.

Polasaithe Scoile a scríobh / *Procedures for School Policies*

Policies are drafted by members of the Board of Management. Some policies can be adopted directly by the Board of Management. Some policies require consultation with the school community so drafts are sent to Coiste members and/or all parents for comment and approval. Comments are then brought before the board before final ratification and issue of the policy. Policies may be sent in hard copy form/email form to parents. Once ratified at board level, policies are posted on the school website. All policies are available from the school office.

Ag breathnú ar aghaidh / *Looking ahead...*

The school is constantly conscious of making every effort to maintain good systems of communication within the school and between the school and our

outside friends. Plans (and many creative ideas) have been put forward to add more facilities to our school website and a pilot scheme of emailing parents was carried out in February 2008. The school will endeavour to keep our community informed of any changes and developments in our communication set-up. It will always be our aim to keep good communication a distinctive feature Gaelscoil na Lochanna.

We take this opportunity to thank all members of our school community for contributing to our early and continued success in this area.

Sínithe: _____ (Cathaoirleach)

Sínithe: _____ (Bord Bainistíochta)

Dáta: _____