



Scoil Chearbhaill Uí Dhálaigh

Reporting to Parents Policy

Introduction

This policy was prepared in 2009-10. The Principal and two members of the Board of Management took part in the preparation of the policy.

Rationale

The policy is being prepared to present clear guidelines for teachers and parents in Scoil Chearbhaill Uí Dhálaigh on reporting pupils' progress.

Relationship to characteristic Spirit of the school

Reporting of pupils' progress to parents affords the children every opportunity to develop their talents as far as possible during their time at school.

Aims

Scoil Chearbhaill Uí Dhálaigh aims to foster good relations between teachers/guardians and the school staff. The central role that good relations have in ensuring that every pupil gets as much benefit as possible from their time at school is understood. Good relations between parents/guardians and teachers are promoted through appropriate links and good means of communication

Practices in general use are as follows:

- Parent/Guardian-Teacher meetings are held every year in November for classes from Senior Infants to Sixth. Meetings for Junior Infants are held in February.
- If a parent/guardian or teacher wish to meet at any time during the school year they can make an appointment.
- Parent/Guardian-Teacher meetings, other meetings and accidents are recorded in the pupil's Parent/Teacher Meeting Record booklet. This booklet is retained in the pupil's personal file, which is kept locked in the classroom cabinet.
- In case of an accident or injury, parents/guardians are notified either by a note in the pupil's work diary, a separate note via the child or the teacher may speak to the person who collects the child from school.
- School reports, consisting of a progress report and standard school results, are posted home at the end of each school year. Each pupil is requested to bring a stamped, addressed envelope to the class teacher.

- A carbon copy of the school report is retained in the pupil's file.
- Learning Support Teachers give verbal reports as required during the year, also in November and June to the parents/guardians of Junior Infants, who are to receive learning support during the following year, in order to give them a Summer work programme.
- Meetings are held in June with Parents/Guardians-Teachers of each child who received learning support during the year. A written report of matters discussed and decisions taken at the parent/guardian-teacher meeting is prepared by the learning support teacher, if one is requested.
- The Learning Support Teacher, Maighr ad N   alaithe, is the named contact for the health, psychological and social services.

Success Criteria

The success of the policy can be assessed by:

- (a) ensuring that reports are sent home
- (b) the receipt of feedback from parents/guardians expressing the view that they are satisfied with the reporting practises

Implementation

All of the reporting practices as laid down in this policy are already in operation in the school

Review

The reporting practices in use will be reviewed in

Ratification

The policy was ratified by the Board of Management of Scoil Chearbhaill U  Dh laigh on xx/xx/2010

Parental Involvement

The following is a list of many of the occasions on which the parents have close association with the school:

1. Parent/Guardian meeting (information night, introduction and welcome) in April each year- children who will be commencing school in September
2. Coiste na gCairde/Committee of Friends
3. Forms - "Would you help"
4. Team of workers organised once per term - gardening/ cleaning/ repairing/ painting etc., as necessary
5. - Carol Service
 - Concerts
 - Plays
 - Céilís
 - Question Time
 - Sports' Day
 - Presentation of awards to sixth class
 - "White Breakfast" after 1st Communion
 - Other occasions