



Kilnamanagh Community National School (KCNS)

Oulart, Co. Wexford. Y25 HT63

087 3861430 / 053 9136555

Email: kilnamanaghcns@wwetb.ie

## Kilnamanagh CNS Draft Communications Policy

### **Rationale:**

It is generally accepted that good communication between all of those involved in the school i.e. teachers, special needs assistants (SNAs), children, parents/guardians, and ancillary staff is a vital part of our school.

### **Relationship of Communications Policy to characteristic spirit of the school:**

Kilnamanagh CNS is a co-educational primary school which is under the patronage of Waterford and Wexford Education Training Board (WWETB). The school aims to promote the full and harmonious development of all aspects of the child: intellectual, physical, cultural, moral and spiritual. Kilnamanagh CNS seeks to provide a high standard of education where each child is encouraged to reach his/her personal potential. The school is committed to a spirit of inclusion, equality and harmony where each child and member of the school community is valued and treated with respect.

It is the policy of Kilnamanagh CNS to respect, celebrate and recognise diversity in all areas of human life. Children attending Kilnamanagh CNS will be taught and encouraged to view diversity as something which reflects the community from which the children are drawn. The school will endeavour to encourage the children committed to its care to have a pride in what makes them different and a belief that difference, when respected and valued, gives strength and vibrancy to the whole school community and the wider community in which they live. Children in Kilnamanagh CNS are taught from Junior Infants about the rights of every citizen in Ireland to equality, regardless of their gender, race, religion, age, sexual orientation, family status, civil status, membership of the travelling community, disability (9 grounds on which it is illegal to discriminate under the Equality Act 2004)

As part of its ethos, Kilnamanagh CNS welcomes children from all faiths and none. In common with the other Community National Schools under WWETB patronage, Kilnamanagh CNS will recognise the wishes of parents to have their children receive religious education, or morality-based education as an integral part of the school curriculum. Kilnamanagh CNS opened on 26<sup>th</sup> August 2019 under the new patronage of the WWETB.

Parental involvement plays a massive role in the Community National School model and as such we strive for efficient communications to ensure parents/carers are fully informed at all times.



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We have found the most efficient method of communication to be email and this is also in keeping with our wish to be a green school. All parents are expected to regularly check their email and will preferably furnish an email address which has push capabilities. This will ensure that communications are not missed. Any urgent communications such as school closures will be communicated via text message and/or letter. It is the responsibility of parents to ensure that they have provided correct emails and phone numbers as well as ensuring that the school is informed of any changes to same. We would advise that all emails are saved in a separate folder for ease of access.

Aims: KCNS aims to promote and support sound communication structures in the following areas:

### **1. Staff Communications**

### **2. Communication with Parents/Guardians**

### **3. Within the wider school community (WWETB, Board of Management & Parent Teacher Partnership) and staff, parents/guardians**

All members of the school community are expected to familiarise themselves with the Communication Policy. It is considered that everyone has a responsibility to make themselves aware of where and how to seek information and updates as the need arises and should seek to keep themselves informed.

### **1. Staff Communications**

- Staff at Kilnamanagh CNS communicate through email. Staff are expected to check their emails every day to ensure communications are received.
- Staff are asked to reply to emails within three days and to respond fully within five days.
- All staff will be furnished with an official school email @WWETB.ie which also gives access to a staff calendar. This is to be used for communications with parents regarding individual queries. If you have any concerns about a specific parental enquiry please refer to a member of the Senior Leadership Team. Any group emails to your class' parents must also be referred to a member of the SLT before sending. Do not give your private email or phone number to parents/carers.
- All staff have a right to switch off when the school day ends and Kilnamanagh CNS respects that everyone has a right to a good work life balance. In line with this we will strive to respond to emails between 9am and 5pm, Monday to Friday. However, we understand that exceptional circumstances may arise, where it would be deemed necessary to contact a member of staff, parent/guardian or the wider community outside of these hours.
- In addition to the formal communication that takes place during staff meetings, the Principal undertakes to make himself available to any member of staff who wishes to discuss school matters with him.

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- The notice board in the staffroom will be used for general updates and information.
- Emails are used for circulating minutes of staff meetings and various correspondence. The SLT will inform staff of emergencies, such as school closure, through text and email.
- Email will be the primary means of communication for any communication meant for all parents in the school (eg World Book Day, Seachtain Na Gaeilge).
- If a teacher wishes to contact all parents in their class they should do so using email first.
- For communication between the teacher and individual parents use email, please send email to the teacher and CC the principal.

## **2. Communication with Parents/Guardians**

### **Joining the School Community:**

Parents of children who are new to the school will be advised to read all of the policies on the school website, when it is operating, as by accepting a place at the school they agree to adhere to these policies. ([www.Kilnamanaghcns.ie/policies](http://www.Kilnamanaghcns.ie/policies)). The school website will also be directed to for general school information such as uniform details, timetables, booklists etc.

### **School Calendar**

The Calendar outlines the dates of the three terms, mid-term breaks etc. It is available on the Parents section of the school website (<http://www.kilnamanaghcns.ie/school-calendar.html>)

### **Child Progress:**

All parent/teacher contact is considered to be extremely valuable in a child's education. As such parents/guardians will be able to communicate directly with staff via email. Of course parents can also request a meeting, if they prefer, through the school office at a mutually convenient time.

- Individual parent/teacher meetings are held in Winter Term.
- Special Educational Teachers may request to meet the parents in the Autumn term, Spring term and Summer to discuss the children's progress
- Yearly reports are issued on children's progress in June
- Staff will use email

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### **Communication with Teacher**

- Class meetings are usually held before the new school year for the children and parents to provide an opportunity for them to come to the school and have a look around and see where their child is sitting, the structures in place, any other questions etc. and walk around the school.
- Parent will be given the school email for informal queries and please see above under staff communications regarding response time for emails. Appointments are the preferred method for discussion of learning or behaviour etc. Please do not discuss any other child or staff member in these emails and any abusive communications will not be tolerated.
- Informal communications between teachers and parents/guardians may take place, should the need arise at drop-off/pick up time, but should be very brief in order to maintain the integrity of the school day for all pupils. It is preferable that messages are sent via email as it is extremely busy at these times and also to adhere to Covid measures in place.
- Teachers are available to speak to parents/guardians before or after school by appointment and the teacher will arrange this if necessary. These appointments are necessary in order that the teacher may have the opportunity to gather together information about the child. Appointments can be made directly with the teacher.
- Teachers may communicate with parents/guardians using the school phone if the need arises.

### **General Communication**

- The school will send regular “Kilnamanagh CNS ” emails to parents. Parents are advised to keep these in an email folder to easily reference them when required.
- Text message and/or letter are used for urgent updates. However, email is the primary method of communication.
- School newsletter
- The School Calendar at our Website is updated with important dates.

### **Absences**

- All absences should be explained via call or email

### **3. Wider School Community**

#### **Board of Management**

- The staff representative on the Board of Management (BoM) and the principal liaise between staff and the BoM.

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- Where appropriate, parents/guardians can communicate with the BoM by email and this correspondence will generally be considered at the next scheduled BoM meeting.

**WWETB**

- It should be noted that the Complaints Procedure should be followed if a complaint is being made, where Human Resource department in WWETB is only involved when resolution with the teacher and the principal have been exhausted.

**Parent Teacher Partnership (PTP): (This will become valid when the parents association is established).**

- The staff representatives on the PTP and/or the principal liaise between staff and PTP.
- The PTP Chairperson communicates with parents/guardians via email
- The PTP will have a representative in each class who are responsible for communicating with their class about PTP events and seeking volunteers.

Policies & Procedures Policies & Procedures are published on the school website following their review.

**Ratification and Communication**

This policy was ratified by the BOM on 22-03-21 (date)

Signed \_\_\_\_\_ Chairperson \_\_\_\_\_ Date \_\_\_\_\_

Signed \_\_\_\_\_ Principal \_\_\_\_\_  
Date \_\_\_\_\_

Review Date

March 2022