



Coláiste Chú Chulainn



*Bord Oideachais agus  
Oiliúna Lú agus na Mí*  
Louth and Meath Education  
and Training Board

# Coláiste Chú Chulainn

## *Communication with Parents & Guardians Policy 2025*

Adopted: 16<sup>th</sup> September 2025

Review due: May 2026

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## Rationale

This Communication with Parents/Guardians policy has been developed to provide information and guidelines to parents/guardians and teaching staff on communication from Coláiste Chú Chulainn to parents/guardians of pupils attending the school and from parents/guardians to members of management and teaching staff at Coláiste Chú Chulainn.

Through the development and implementation of this Communication with Parents/Guardians Policy, Coláiste Chú Chulainn aims to:

- Develop close links between parents/guardians and the school
- Provide structured opportunities for parents/guardians to collaborate with the school in developing their child to their full potential
- Encourage and support parents/guardians in becoming actively involved in the school
- Keep parents/guardians up to date with what is happening in the school
- Promote partnership with parents/guardians as outlined in the Education Act 1998 and the Education Welfare Act 2000



## Fís na Scoile

Our school's Vision Statement is built on the the three strands of Vision, Values, Behaviours as adopted by our Board of Management. This statement is central to all plans, policies and routines in school.

*Vision* Coláiste Chú Chulainn - Success for All.

*Values*

- We **Plan** for Success for Every Student
- We **Model** Success in Our Practice
- We **Celebrate** Success
- We are **Partners** for Success in Our Community
- We **Deliver** Success for Students, Families and Community

*Behaviours*

**We Plan for Success for Every Student**

- We set and share learning intentions in our work.
- We differentiate in our lessons.
- We give formative feedback to our students on their work.
- We use self and peer assessment in our lessons.
- We engage all students in school life.

**We Model Success in Our Practice**

- We implement LMETB and Coláiste Chú Chulainn policies in all of our work.
- We are prepared for our work as students and staff.
- We reflect on our professional practice and strive for improvements where identified.
- We share resources, knowledge and experience.

**We Celebrate Success**

- We praise our students for their efforts and achievements.
- We hold Awards Events.
- We share our stories at every opportunity.
- We include the whole community in our celebrations.

**We are Partners for Success in Our Community.**

- We collaborate with local and national enterprises.
- We are active in community activities.
- We invite guests to work with us in our learning.
- We are inclusive of everybody.

**We Deliver Success for Students, Families and Our Community**

- Our students achieve the best possible grades.
- Our students complete their 2nd Level education in Coláiste Chú Chulainn.
- Our students progress to Higher & Further Education or employment.
- Our students have excellent attendance.



## Facilitating open communication and consultation with Parents/Guardians

It is important that pupils attending the school understand that communications between home and school are regular and provide for opportunities to further develop the educational relationship between school and parents/guardians who are both working together to provide the best possible education for the young people attending Coláiste Chú Chulainn. The following measures are in place at Coláiste Chú Chulainn to support the facilitation of open communication and consultation with Parents/Guardians of students attending the school:

### Supporting the work of the Parents Association:

The Parents Association at Coláiste Chú Chulainn will be an integral part of the school community. Section 26 of the Education Act, 1998 states that the parents of students of a recognised school may establish, and maintain from among their number, a parents' association for that school and membership of that association shall be open to all parents of students of that school. The Parents Association will make a vital and valuable contribution to the school's promotion, growth and development as the Parents Association provides for the formal involvement of parents in the affairs of the school. Parents will be kept informed of the work of the school through a report provided at each of the Parents Association meetings. The school website will incorporate a section for Parents/Guardians.

### Parent Teacher Meetings

Parent teacher Meetings will also be held for each Year/class group during the academic year. Parents/Guardians are encouraged to attend these meetings as they provide valuable opportunities to meet with the school's teaching staff and identify areas where their child is excelling as well as discussing and identifying additional supports that may be needed to ensure a student can achieve their potential during their time at the school. These meetings also provide opportunities for parents/guardians to inform teachers on how their child is coping outside of the school context.

### Individual Meetings with Parents/Guardians:

Appointments to meet with the class teacher and or Principal/Deputy Principal can be arranged through the main office at the school.

### Homework Diary:

Each pupil attending Coláiste Chú Chulainn will have a homework diary which is used to log homework given and signed by parents/guardians each evening upon completion of homework. The Homework Diary also provides a facility for school and home to interact via the

notes section in the diary. Parents/guardians are also requested to complete absence notes in the diary when their child has been absent from school.

#### Written Reports on Pupil Progress:

These will be issued to parents/guardians/students over 18 throughout each year. Reports will be posted directly to the pupil's home address unless otherwise requested by parents/guardians/students over 18.

#### School Related events:

Parents/Guardians may also be invited to attend school concerts, sports days, sporting activities, open night, graduation night and other relevant talks/information sessions facilitated by the school and/or outside speakers.

#### Policies:

All Coláiste Chú Chulainn school policies are published on the school website and are available in hard copy on request from the main office at the school.

#### Board of Management Report:

An agreed report will be prepared by the Board of Management at the end of each of their Board of Management meetings. This will provide information for parents/guardians pertaining to matters of interest to them which was discussed at each Board meeting. This report will be distributed to the Parents Association. This report will also identify school policies which has been developed and reviewed and ratified by the Board of Management.

#### Newsletters:

Online newsletters will update parents/guardians on school activities and student achievements. A hard copy of the newsletters will be available on request from the main office at the school.

#### Communication through Social Media:

The school will communicate with parents using modern technologies including social media, email, compass and the school website. As the school develops it may explore the possibility of using compass app as an additional means of communication with parents.

### School Calendar for the Academic Year:

A detailed School Calendar for each Academic Year will be published in **June** of each year on the school website. A hard copy of the Calendar will also be available from the school office on request.

### Book Rental Payments and Proposed Contributions from Parents/Guardians:

These will be collected through an online payment system capable of tracking payments made and providing receipts to parents/guardians. Monies collected through the online payments system will be lodged directly to the LMETB bank account as LMETB schools move to a cashless system.

### Family events/situations which may cause anxiety for a pupil attending Coláiste Chú Chulainn

Throughout the school year there will be times when our pupils' families are experiencing and dealing with situations that may cause anxiety for their child. Management and staff at Coláiste Chú Chulainn would like to assure you of our support for your child at these difficult times. It is important to inform us of any such situation which may cause anxiety for your child, cause a deterioration in their school work and result in increased absenteeism. We will work together with families and other external agencies, where relevant, to support the child through the difficult time.

### Pupil Emergencies while attending Coláiste Chú Chulainn during the school day

In the event of a pupil emergency while at school, the parents/guardians of the pupil will be contacted by phone. In the event that the parent/guardian cannot be reached, the emergency contact person on file as per enrolment form, will be contacted. Please ensure that the school have all up to date contact numbers for parents/guardians and emergency contact persons.

### Dropping off lunches/sports gear for pupil's during the school day

We ask parents/guardians to work with their child in ensuring that when the child arrives at school they have all the necessary books, resources, lunch box and sports gear with them for the day. Should a situation arise however that a parent/guardian needs to drop something in to the school for their child we ask you to report directly to the school office. The school secretary will then make arrangements for the item to be passed on to your child. You will appreciate that this will ensure that class interruptions are kept to a minimum and parent/guardians will appreciate that this approach supports the school in the implementation of its Child Safeguarding Statement.

### Informal Meetings with the Teacher/Year Head

There will be occasions where a parent/guardian needs to speak to a teacher/Year Head urgently. Sometimes these meetings will need to take place without prior notice. All such requests should be processed through the main office at the school.

In general, meetings with the class teacher/ Year Head at the school door/at reception to discuss a concern pertaining to a pupil is discouraged for the following reasons:

- The class teacher is responsible for the health, safety and welfare of the students in their care. Teaching staff are regularly reminded not to leave their classroom at any time while they have pupils in the classroom. Teaching staff are also reminded that they must be on time to class to ensure health and safety of all
- A pupil may also feel quite uncomfortable if their parent/guardian is speaking to the teacher at the main door of the school/main reception area while their peers observe the interaction between parent/guardian and class teacher
- Sensitive conversations regarding concerns about pupils' behaviour, academic progress, mental health and wellbeing are best dealt with in an appropriate space e.g an office where there are less opportunities for distractions during the conversation/meeting

### Formal Meetings with the Teacher/Year Head

If a parent/guardian wishes to make an appointment at any stage throughout the school year to discuss their child's progress, they may do so by prior appointment. In the case where parents/guardians are separated, request can be made to meet with school personnel together or individually.

### Holidays during School Time

As outlined by TUSLA, Education Welfare Services, taking a holiday during term time means that children miss important school time. It will be difficult for them to catch up on work later on. As a result, they may fall behind with school work and lose confidence in their abilities. We strongly advise parents do not take their children out of school for holidays during term time.

### Accessing copies of the school's Communication with Parents/Guardians Policy

A copy of the school's Communication with Parents/Guardians Policy will be available to download on the school's website [website address](#) A hard copy of this policy will also be available on request from the school's main office.

## BOM & LMETB Ratification/Resolution Process for This Policy

<i>School:</i>	<i>Coláiste Chú Chulainn</i>
<i>Policy:</i>	<i>SSE Report on Literacy (Oracy)</i>

### Staff Consultation:

<i>Date of Final Consultation:</i>	
<i>Proposed By:</i>	<i>(Staff Member)</i>
<i>Seconded By:</i>	<i>(Staff Member)</i>

### Student Consultation:

<i>Date of Final Consultation:</i>	
<i>Proposed By:</i>	<i>(Student)</i>
<i>Seconded By:</i>	<i>(Student)</i>

### Parents Consultation:

<i>Date of Final Consultation:</i>	
<i>Proposed By:</i>	<i>(Parents Association Member)</i>
<i>Seconded By:</i>	<i>(Parents Association Member)</i>

### BOM Ratification

<i>Date Ratified by the Board of Management:</i>	
<i>Proposed By:</i>	
<i>Seconded By:</i>	
<i>Signed:</i>	<i>(Chairperson, BOM)</i>
<i>Scheduled Date for Review of the Policy:</i>	

### LMETB Ratification

<i>Date of Resolution of ETB Board</i>	
<i>Signed</i>	<i>(Chairperson)</i>

