



St Peter's College

Home/School Communication Policy

Our School; crest known as the 'Trinity Knot', replicates a simple celtic design representing for us the concept of continuity, permanence and our Gaelic heritage.

Dóchas represents hope in the future of our school

*Dúchas represents faithfulness to our collective heritage
and culture*

Díocas represents diligence and commitment

Signed:_____ Signed:_____

*Maeve Gallagher
Chairperson, BOM*

*Maureen Murray
Secretary, BOM*

Policy approved Date: 27th February 2017

The Management and Staff of St. Peter's College believe that good home/school links are an essential part of the educational process. With this in mind, these guidelines have been drafted by a process of consultation between staff, Management Advisory Committee and Parents' Association.

For Teachers:

Communication relating to a student, will be made to the parent/guardian via the Diary. In certain circumstances where this is deemed appropriate a teacher may contact the parent/guardian by telephone or email using the contact details on E-portal.

For Parents/Guardians:

1. Parents/Guardians are reminded that the first point of contact with a member of staff should be, as much as possible, via a note in the school diary. If there is a personal matter that you feel cannot be written in the diary for whatever reason, please contact the school office to make an appointment.
2. Where a Parent/Guardian deems it necessary to speak personally with a member of staff, a request for such can be made via the Diary. Members of staff will endeavour to make contact at their earliest convenience.
3. If it is felt that a note in the diary would be inappropriate, a message can be left with the school office via phone (8252552) or email (stpeterscollege@lmetb.ie). These messages are passed on promptly and members of staff will endeavour to make contact at their earliest convenience. A brief summary of the query should be left where possible, so that the teacher can prepare before returning the call.
4. If all the above avenues have been exhausted and a Parent/Guardian still feels it necessary to meet personally with a member of staff, a meeting may be requested. Again, this can be done via the Diary, or in particular circumstances via a phone call/ email to the school office. Members of staff will endeavour to contact at their earliest convenience to arrange a time to meet that suits both parties.
5. Parents/guardians are reminded, for health and safety reasons that personal meetings must be arranged in advance with the intended member of staff and will not be arranged on the day. All Parents/Guardians who come to the school must sign in at the Main Office and receive a Visitor Badge.

6. All Parents/Guardians are expected to attend the Annual Parent/Teacher meetings and sign in on the Register. St. Peter's College understands that it is not possible in all cases for Parents/Guardians to attend. In exceptional circumstances where it is not possible to attend, Parent/Guardian is requested to let the student's tutor know, via a note in the diary. In these cases the tutor *may*:

1. Ask teachers of the student to write a brief account of the student in the diary if deemed necessary.
2. Get a written report filled in by all of the student's teachers if deemed necessary.

7. A Parent/Guardian who wishes to make a complaint should, unless there is good and sufficient reason in the first instance, make an appointment to discuss the matter with the staff member concerned with a view to resolving the complaint. A Parent/Guardian who is unable to resolve the complaint may seek an appointment to discuss the matter with the Principal.

These guidelines will be printed in new editions of the school Diary. Space will also be allocated for students to write the names of their Tutor or Ceannáire for Parent/Guardian information.

The school website (www.stpeterscc.ie) is updated regularly regarding all school events and dates of importance and should be checked on a regular basis by Parents/Guardians.