

Communications Policy

Good communication is essential to the smooth running of an efficient school. To this end, St. Brigid's NS., Greystones has in place a policy on communication between the various individuals, groups and organisations connected with the school.

Teachers

The teachers carry out informal meetings on a daily basis, for example, before school, during school, after school. Written communication is also passed from class to class during the day. Regular staff meetings are held. The agenda is drawn up by the Principal and added to by all teachers. Minutes are recorded. Relevant circulars from the Department of Education and Science are circulated for all teachers to read.

Children

Teachers communicate with children on an ongoing basis while teaching. However, occasionally, it is necessary to give announcements. These can be written or verbal. Notices are also written into homework notebooks or posted to notice-boards.

Board of Management

The Board of Management holds regular meetings. The agenda is set and notice of the meeting sent to each board member. Minutes are recorded. Communication to the Board is dealt with at every meeting. The Principal makes a report at each meeting.

Parents

There is regular contact with parents as individuals both informally and formally. The homework notebook, which each child has from 1st class, is considered a significant form of communication between parents and teachers. Parent Teacher meetings are held in the first term of every school year. A school report on each child's progress is sent to each parent in June each year. Parents receive regular information sheets and the school newsletter. The school website is also a source of information.

Parents' Association

There is regular contact, both formal and informal, between the school and the Parents' Association. The Principal receives feedback from the meetings of the Parents' Association about issues concerning the parent body.

The parent representatives on the Board of Management report back to the Parents' Association following Board meetings, subject to the restraints of confidentiality imposed by the Board.

Other Schools

Post Primary Schools: Information is exchanged re special needs, enrolment dates/procedures, placement tests, exchange of information on curriculum, transferring pupil information, visits by other school personnel etc.

Special Schools: Information is exchanged re shared enrolment, pupil transfer, projects involving pupils from each school, professional development, expert advice etc.

Other Parish schools: Schools liaise on matters such as the sacraments and other occasions, joint enrolment policies, closures/shared transport etc.

Department of Education and Science and Other Bodies

Generally speaking, communication to the school is addressed to the Chairperson of the Board or the Principal or both. Teachers read the circulars and the Board secretary keeps a list of circulars received. Relevant circulars are also sent to the Parents' Council. The Principal or Chairperson communicates with the Inspectorate by phone call or in writing.

There is regular two-way communication with other agencies such as the Health Board, Social Services, Garda, Community Employment Scheme and the County Council.