

Communication with Parents

Contact with parents

It is essential for class teachers to establish a good working relationship with the parents. Parents need to feel confident, not only that their children are in good hands, but also that they will be listened to and that any concerns they have will be taken seriously.

Enrolment Interviews

These happen before the family joins the school; it is an ideal opportunity for both parents and children to meet and get to know their teacher and vice versa.

Parent Consultations

All parents are offered an individual meeting during the Spring Term to review the progress and development of the child and share any concerns.

Parent Evenings

Parent evenings are held every term for each class or kindergarten group. Dates are fixed by the class teacher at the beginning of term, and are announced in the newsletter.

Class Reps may be asked to provide refreshments and to contact parents beforehand to ask if there are issues that they would like discussed.

The children's work is displayed on their desks and parents have a chance to look at this before the meeting proper begins.

Most teachers begin the evening by talking about the stage of development of the children and how the curriculum aims to meet their needs. After hearing about the curriculum the parents will want to know how the children are getting on; class dynamics, progress in work, behaviour, etc. are all important for them to hear about. There is time then to address any organisational points (upcoming festivals, plays, class trips etc.), and to have space for parents to speak.

Reports

Reports are sent for all children at the end of each academic year.

Subject teachers should try to give reports to the class teacher well before the end of Summer term. A date for this is set earlier in the term. Class teachers should return completed reports to the school office on the or shortly afterwards. Here they are stored on the computer and posted out, and copies filed.

Written reports follow a format provided by the NCCA. They should give an indication of the work done in class and the pupil's relationship to it. There will be a characterisation of the pupil which includes his or her positive points (and also negative ones where appropriate) in a manner which offers encouragement.

The annual written report is printed and posted to families, and kept electronically on the office computer.



Newsletter

This goes out fortnightly and is sent out in a hard or soft copy format, informing parents and the wider community what is going on within the school.

Class Representatives

Each class has one or two parents who offer to serve for a year or more as contact persons for the class teacher and the parent body of the group. They give special assistance in organising activities such as festivals, class trips and class plays.