

Parental Involvement Policy

Gaelscoil Naomh Pádraig

2016/17

Title

Parental Involvement

Introductory Statement

This policy was compiled on February 25, 2013 by the Principal and the in-school management team. It was submitted to the Parents Committee on 16/04/13 for their views and feedback & again for a further review on 1/2/17. The policy was reviewed by the school staff on 17/1/17 and ratified by the Board of Management on the 6th February 2017.

Rationale

It is necessary to devise a policy on parental involvement at this time as

- It is obligatory under the Education Act, 1998 and the Education Welfare Act, 2000.
- We realised we had not reviewed this policy during the School Self Evaluation process.
- It will provide high-quality learning opportunities to students of the school.
- It will promote partnership between teachers, parents and pupils.

Relationship to characteristic spirit of the school

- Gaelscoil Naomh Pádraig recognizes that parents are the primary educators of their children and so, we should always encourage their involvement.
- Gaelscoil Naomh Pádraig wants to enable all children to develop themselves in a caring environment in which each child's talents are included. This can be done where there is a high level of openness and collaboration between staff, parents and pupils.

Aims

- To build a school community committed to supporting all its pupils
- To establish procedures for the sharing of information in relation to pupil progress and attainment
- To enrich and extend the educational opportunities provided for pupils by accessing the skills and talents of parents

Guidelines (content of policy)

These guidelines address parental involvement in the following areas

1. Parents Association
2. Board of Management
3. Vision / Mission and Aims
4. Organisational policies and curriculum plans
5. Communication
6. Home School Community Liaison Teacher, Rural Co-ordinator, Education Welfare Officer
7. Guest speakers

1. Parents Association

- The Parents Association is appointed in consultation with the Principal and Board of Management and in line with the NPC guidelines.
- The Constitution of the Parents Association explains the roles and responsibilities of the Association.
- All parents are welcome to take an active part in the Parents Association.

- There is regular communication and consultation between the Association and the Board, the Principal and the school.

2. Role and responsibilities of the parents' representatives on the Board of Management

- The roles and responsibilities of the parents' representatives on the Management Board comply with The **Governance Manual for Primary Schools**, DES 2015 - 2019.
- The parent representatives on the Management Board 2015 - 2019 are Fergal Ó Briain and Siobhán Reilly.

3. Vision / Mission and Aims

- Parents/guardians can (in collaboration with other partners) contribute to the vision and mission of the school by playing an active part in the Association. All policies are presented to them to gain their opinions and feedback.
- Parents/guardians can support the aims of the school by encouraging Irish at home and in the school yard, by signing and supporting the Code of Behaviour, by supporting their child in their development and fostering their interest in learning.

4. Organisational Policies

- A consultative process is followed to involve parents/guardians in policy formation by, e.g. (a) questionnaires issued to all parents/guardians or to a representative sample, (b) collaboration with Parents Association or with a policy committee
- Parents have a role and responsibility in relation to policies below:
 - Administration of Medicine
 - Anti-Bullying
 - Attendance
 - Book Fairs
 - Calendar
 - Child Protection
 - Code of Behaviour
 - Environmental Awareness
 - Excursions
 - Homework
 - Learning Support and Special Needs
 - Lunches
 - Mobile Phones
 - Newsletter/Brochure
 - Opening and Closing Times
 - Open Days
 - Parent Teacher Meetings
 - Sports Day
 - Substance Use
 - Uniform

5. Curriculum Plans

- Parents/guardians are consulted in relation to curriculum plans when parental role is needed in supporting the child's learning.
- Parents with particular knowledge or skills are identified in each curriculum area e.g.
 - Language: poet/author, member of drama group, etc.
 - Mathematics: architect, builder, carpenter, accountant, etc.
 - Arts: artist, actor, musician, dancer, etc.
 - SPHE: district nurse, dietician, guard, etc.
 - SESE: laboratory technician, historian, town planner, etc.
 - P.E.: sportsperson, representatives from local sports groups, etc.
- Learning Support and Special Needs: Before devising an IEP & PPP a meeting is arranged with the child's parents/guardians. A copy of the IEP or PPP is sent home to read. The parent must then send it back to the school. The parents are contacted when the IEP or PPP is

reviewed later in the year. The parents are supported to help their child achieve their learning outcomes through regular contact.

6. Communication

- Parent Teacher Meetings: The purpose of the annual formal meetings is clear to everyone. Parents / teachers may seek additional meetings at any time of year if they are concerned about the child's progress
- School Report: The school report is sent home by post in June each year.
- Newsletter: A coloured edition of the newsletter is posted on the school website three times a year describing school events and activities.
- Parents opinions were sought when the booklet 'Eolas do Thuismitheoirí Nua' was created and any changes were presented to the Association.
- Notes Home: Notes are sent home from the school via- e-mail and the original is put on the web site in some cases. Texts are also sent.
- Homework Journal: Parents/guardians are required to sign the journal and state the length of time it took to do the homework.
- Parent/guardian requested meeting: Parents are aware of the procedure to follow if they need to meet with the class teacher, learning support/resource teacher, principal. They must phone the office to arrange a meeting or write a note to the teacher in question.
- Teacher requested meetings: A letter is sent home or a phone call is made. The parent is given enough notice and reasons for meeting etc are given. The Principal makes arrangement for supervision of class if the meeting takes place during school time. Any decisions made regarding the child are recorded. If the Principal meets with parents, a record of the meeting is kept in the Principal's folder.
- Open Days: Communicating arrangements for class open days, displays etc. is done by sending letters via e-mail or text. From time to time information will be posted on the school website.
- Notice Board: notices associated with the Parents Association are displayed on the notice board outside the sports hall e.g. meetings of interest, education information
- Written Communication from parents/guardians: Notes from parents are kept re: absences in a designated envelope for the duration of the school year.
- Fundraising: The Parents Association organise activities throughout the year for the school e.g. Easter raffle, Christmas Raffle, Cake Sale, Christmas Cards etc
- Complaints: If any parent or staff member wants to make an official complaint, they follow the procedures laid down in the Patron's manual (CPSMA).

7. Home School Community Liaison, Rural Co-ordinator, Education Welfare Officer

- We do not have a Home School Community Liaison Teacher but the assistant Principal and Principal contact parents regarding absenteeism.
- The parents are aware of the role of Education Welfare Officer in communicating with parents whose children have missed more than 20 school days, in relation to placement of pupils in other schools, etc.

8. Guest speakers

- The Parents Association and Principal choose guest speakers and they are invited to speak with the parents of our school in matters such as Cyber-bullying, RSE, the Sacraments etc from time to time.
- Letters are sent home to inform the parents of these talks.

Success Criteria

Some practical indicators of the success of the policy are

- Benefit to pupil learning: that the parents know about school events, that they support their child with homework etc
- Parental involvement is increased in school activities : that the number of parents who attend evening talks and the Association's AGM etc increases
- Feedback from parents/staff: that parents and staff are satisfied with communication levels in the school

Roles and Responsibility

The following people have particular responsibilities for supporting, developing, implementing and evaluating this policy:

- The Principal, Vice-Principal and Assistant Principal
- Chairperson of the Parents' Association
- School staff
- Parents

Implementation Date

This policy has been reviewed and will continue to be implemented from 6th February 2017.

Timetable for Review

The policy will be reviewed and, if necessary, amended during the school year 2019/20.

Ratification & Communication

The BoM officially ratified this policy on 6th February 2017. It will be circulated and communicated to members of the school community and put on the school website.

Reference Section

- Education Act, 1998
- Education Welfare Act, 2000
- National Parents Council: Working Effectively as a Parent Association, 2004
- Governance Manual for Primary Schools 2015-2019
- Looking at Our School, An aid to self-evaluation in primary schools. Evaluation Support and Research Unit, 2003
- Your Child in the Primary School. Tips for Parents. INTO. www.into.ie
- The What, Why and How of Children's Learning in the Primary School (DVD), NCCA, 2006
- Curriculum - suggestions for involving parents