



**MALLUSK INTEGRATED PRIMARY SCHOOL**

**Parent/Teacher Communication Policy**

September 2023

## **Introduction & Aims**

The purpose of this statement is to provide information and guidelines regarding communication between parents and teachers of Mallusk Integrated Primary School.

We believe that positive and mutually supportive relationships lie at the heart of our school community and we strive to maintain these so that the children can reach their potential.

## **Responsibilities of the School**

The following list, which is not exhaustive, indicates the main structures in place, initiated by the school, to facilitate communication between the school and parents:

- School Website – The school website [malluskintegratedprimary.co.uk](http://malluskintegratedprimary.co.uk) is updated regularly with key school policies, information, dates, Newsletters and events.
- School Facebook page- the [Facebook page](#) updated regularly with news and events.
- Text Alert service- used in the event of school closures or emergencies.
- [MIPS Home Learning Site](#) – is updated weekly with Learning Notes and guides on how to do homeworks/ support children at home.
- Weekly Newsletter – As an Eco School we intentionally limit the amount of paper being sent home via schoolbags, so the Newsletter is emailed to parents weekly and is uploaded to the Parent page on the school website.
- Emails
- Letters by post – where deemed necessary by the school.
- Informal communications- the school prides itself on an open door policy, whereby parents and teachers can communicate informally in the morning or at the end of the day when possible.
- Telephone and email- parents and teachers stay in regular contact via email and telephone. All teachers email addresses are sent out to parents at the start of each year and are on each class page of the MIPS Home Learning Site.
- Formal parental interview – likely to be requested by a class teacher or a parent. All staff members must inform the Principal when arranging meetings with parents to ensure clear lines of communication.
- The school calendar.
- Bi-annual Parent/teacher meeting– parents will be notified in advance of their allocated dates and times. There will be a statutory meeting in Term 1 and an additional meeting in Term 2 if parents wish to avail of this.
- P1 Baseline Assessments - parents will be notified in advance of their allocated dates and times in the first week of Term 1.
- P7 Post Primary Transfer Interviews – parents will be notified in advance of their allocated dates and times.
- Class Dojo- used mainly by teachers in P4-7 year groups.
- An annual Pupil Report.

The school uses the school website to communicate important but non-urgent matters to the general public and parents are encouraged to use these regularly to keep updated on school events and successes.

### **Responsibilities of Parents/ Carers**

We encourage our parents and carers to:

- develop close links with the school and attend meetings relevant to their child/children
- support the school's ethos
- support the school in developing the full potential of their children by completing homework tasks
- familiarise themselves with school policies and procedures (key policies are available on the school website and hard copies are available on request from the office)
- support the Staff and Governors in their implementation of policies and procedures
- become actively involved in the PTA, attend school events and help build a sense of community
- participate in policy review and changes via consultation process
- check children's homework folders daily

### **Parent/Teacher contact initiated by parents**

Communication between parents and teachers is encouraged. Emails should be used to discuss information other than a child's pastoral or academic progress. This should be done by telephone or in person.

Arranging parent/teacher meetings within the school day can be difficult. However, parents are welcome to contact the teacher/ school office to arrange a time to discuss a concern or query. Staff should inform the Principal of all such discussions. Every attempt will be made to arrange a telephone conversation/ in person meeting on the same day but if this is not possible, it will be facilitated within 5 working days.

If a matter remains unresolved following this meeting, parents/ carers and the relevant teacher will arrange to meet and discuss it with the Principal. If the issue is still not resolved, the school Complaints Procedure should be followed.

