

Communication Policy

Our school Mission Statement

St. Aidan's C.B.S. promotes the Edmund Rice Charter through nurturing *faith*, promoting *partnership*, excelling in *teaching*, creating *community* and inspiring *leadership*.



Our school

St. Aidan's C.B.S. is a voluntary secondary school for boys. We are located in north Dublin and we currently have an enrolment of over 700 students. Our school is a Catholic school operating under the patronage of the Edmund Rice Schools Trust (E.R.S.T.). The characteristic spirit of our school is based on the vision and values of the E.R.S.T. Charter as outlined above in our mission statement. This is reflected in the operations of our school and in our school policies. In St. Aidan's C.B.S. we believe that effective communication structures are essential for the proper functioning of our school.

Board of Management - Principal

The Principal attends Board of Management meetings as non-voting secretary.

He shall keep the Board fully informed on all relevant issues. He shall also carry out the Board's instructions and assume responsibility for the implementation of the Board's decisions.

It is also his responsibility to produce the agreed report and to make available to staff, parents, and the students' council.

Principal – Deputy Principals

The Principal shall keep the Deputy Principals informed of decisions of the Board.

The smooth running of the school requires that the Principal and Deputy Principals continually exchange information and ideas. In addition to ongoing informal contact, a set time shall be set aside each week for discussion on major issues and for planning.

Management – Staff Members

The Principal shall operate an open-door policy in relation to the staff.

Regular staff meetings shall be held to keep staff informed, to allow for proper consultation and to facilitate staff input into the decision-making process.

The Principal, Deputy Principals, Year Heads and Class Tutors shall meet regularly to support the working of the Care Team, Discipline Structures and Assemblies.

Day-to-day information shall be communicated to the staff by means of email during working hours 7a.m. to 6p.m. Monday to Friday. Emails should not be sent to staff at the weekends. Text message service should be used in case of emergencies if contact is needed outside of these hours. Exceptions may be made in exceptional circumstances (such as illness) where the essential running of the school is in question.

Staff members who are going to be absent shall contact the Deputy Principal as soon as possible before 8a.m. via text to allow time for substitution arrangements to be put in place.

Field-trips, outings and attendance at in-service shall be cleared with the Principal/Deputy Principals in advance. These events should be noted in the Event's Diary.

Staff Members – Staff Members

Regular subject meetings are to be encouraged and facilitated (where possible) as they allow for the exchange of ideas, the formulation of policies and the monitoring of developments in the different subject areas.

Both the tradition of support and encouragement for new staff members and the informal, relaxed and welcoming atmosphere of the staffroom are acknowledged and commended.

The S.E.N department shall work closely together with Subject Teachers and shall share information with one another whenever this is in the best interests of a particular student. The S.E.N. folders shall be kept up to date and Subject Teachers should be made aware of any changes throughout the year.

Electronic communication

Day-to-day information shall be communicated between staff by means of email during working hours 7a.m. to 6p.m. Monday to Friday.

Emails should not be sent at the weekends.

All communication should be carried out in a respectful and courteous manner paying attention to the tone and punctuation of the email.

To minimise the volume of emails received daily, where possible, emails should only be sent to the relevant teachers.

Staff Members - Students

All communication between teachers and students shall be carried on in a courteous and respectful manner.

Students should not expect a reply from teachers via email outside of school hours.

Teachers shall ensure that all instruction to students are clear and unambiguous.

The Students' Council shall serve as a very important two-way channel of communication. In having a Council, the students in our school are given a voice and their concerns can be communicated at meetings. Members of management and other staff members will, from time to time, attend Council meetings in order to facilitate this two way communication.

All communication between teachers and students shall be done via the journal, email, google classroom, the school Twitter accounts, and the school Facebook accounts.

There shall be no communication between staff and students via personal mobile phones or any personal social media applications.

School – Home

Parents/guardians shall receive formal progress reports in January and June each year.

All parents/guardians are encouraged to attend the annual Parent/Teacher meetings and other events such as Sixth Year Careers night, Fifth Year Subject Choices night, and First Year Parents Evening. They are also encouraged to attend monthly Parents' Association meetings

Subject Teachers, Class Tutors, Year Heads, Deputy Principals, and the Principal shall contact parent(s)/guardian(s) by phone, letter, email or note in the homework journal whenever such contact is warranted.

They may also be contacted via text with regards to attendance, punctuality and general information.

Parents/guardians are welcome to phone the office to make an appointment to meet a teacher, a Year Head, the Guidance Counsellor, Deputy Principals or Principal. All parents and visitors should check-in in the office upon arrival to the school. Parents should not ask to see a teacher unless a prior appointment has been made.

Parents/guardians are required to furnish a note to explain any absence from school.

Any change in the school calendar shall be notified by letter/text.

The school shall issue newsletters for the information of parents/guardians at intervals throughout the school year.

Students are not permitted to use the school phone unless in case of illness or other emergencies.

It should also be noted that staff and parents shall not usually communicate via personal mobile phones, personal devices, or through personal social media accounts.

School – Local Community

People in the local community are encouraged to participate in the various school events such as the School Masses, Fundraising Events, and Awards Night.

The School shall avail of every opportunity to convey a positive image to the local community via the school website, school Facebook Page, and school Twitter account.

Communication, involvement and dissemination

This policy was written by the Communications working group. The formation of this policy was done by engaging in a process of collaboration involving the policy coordinator, and school management. It was shared with the rest of the staff, the students' council, the parents' council.

Evaluation

We are committed to monitoring and evaluating the effectiveness of our school policies. Specifically important to this policy is:

- Pupil feedback
- Staff feedback
- Parental feedback

Ratification

This policy was ratified by the Board of Management on 31st January 2018.

Review and Development

We are also committed to the review and development of our school policies. As part of our ongoing review process, this policy will be examined to reflect feedback from our evaluation practices and also to ensure legal compliance and the maintenance of best practices.