



Gaelscoil Uí Riada

Bealach an Chairdinéil, Baile an Easpaig,
Corcaigh. T12D596.

☎ 021) 4342027

✉ oifig@gaelscoiluiriada.ie

🌐 www.gaelscoiluiriada.ie

📖 Uimhir Rolla: 19852J

Athbhreithniú déanta	Déanta ag	Cead athbhreithniú eile
Eanáir 2024	Bord Bainistíochta	Meán Fómhair 2026

Beartas Cumarsáide

Scríobhadh an polasaí seo i gcomhairle leis an bhFoireann, an Bord Bainistíochta agus Cumann na dTuismitheoirí. Cruthaíodh é ar mhaithe le heolas agus treoirínte a sholáthar maidir le cumarsáid idir múinteoirí agus tuismitheoirí i gcomhthéacs Ghaelscoil Uí Riada. Leagann sé amach freisin na nósanna imeachta gearán do thuismitheoirí ag deireadh an doiciméid seo.

Aidhmeanna

- Ceangail dlúth a fhorbairt idir an baile agus an scoil
- Cur ar chumas na dtuismitheoirí comhoibriú leis an scoil chun lánacmhainneacht a bpáistí a fhorbairt
- Tabhair breac-chuntas ar na cineálacha éagsúla cumarsáide baile-scoile
- Roinn an fhreagracht éiteas, luachanna agus carachtar sainiúil na scoile a chothabháil
- Rannpháirtíocht dhearfach agus mheasúil a spreagadh i gcruinnithe tuismitheoirí/múinteoirí,
- Ról gairmiúil gach ball foirne sa scoil a dhearbhú

- Spreag rannpháirtíocht ghníomhach sa scoil/cumann na dtuismitheoirí
- Rannpháirtíocht a spreagadh i bpróiseas forbartha beartais agus cinnteoireachta.

Foirmeacha Cumarsáide

- CCB Chumann na dTuismitheoirí
- Cruinniú do thuismitheoirí Naíonáin Shóisearacha nua – Téarma 3 roimh tosú sa scoil
- Cruinnithe aonair tuistí/múinteoirí i dTéarma 1 (Naíonáin Shinsearacha – Rang 6), Téarma 2 Naíonáin Shóisearacha
- Cruinnithe foirne le linn Uaireanta Pháirc an Chrócaigh
- Faigheann thuismitheoirí tuairisc scoile ag deireadh gach scoilbhliana do gach duine dá bpáistí.
- Cruinnithe le thuismitheoirí a bhfuil riachtanais speisialta ag a bpáistí
- Comhairliúchán le Tuismitheoirí/Múinteoir i rith na bliana, de réir mar is gá
- Cumarsáid scríofa – Aladdin Connect, litreacha sa mhála scoile/ríomhphoist/téacsanna
- Trí Chumann na dTuismitheoirí, tugtar cuireadh do thuismitheoirí plé agus cur le dréachtú agus athbhreithniú polasaithe uile na scoile. Cuirfear na cinntí a dhéanfar chun polasaithe agus nósanna imeachta reatha a athrú nó cinn nua a thabhairt isteach in iúl do gach thuismitheoir i bhformáid scríofa trí chóras cumarsáide na scoile nó ar shuíomh Gréasáin na scoile.
- Coinníonn ríomhphoist rialta thuismitheoirí ar an eolas faoi imeachtaí scoile, laethanta saoire agus imní scoile
- Déantar suíomh Gréasáin agus Cuntas Instagram na scoile a nuashonrú go rialta.
- Spreagann an scoil Grúpaí Whatsapp de chuid Chumann na dTuismitheoirí chun gníomhaíochtaí na scoile a mheabhrú do thuismitheoirí.
- Rang 1 – 6 – is féidir an dialann obair bhaile a úsáid chun teachtaireachtaí sínithe idir thuismitheoirí agus múinteoirí a chur in iúl. Iarrtar ar thuismitheoirí an dialann a shíniú gach oíche chun a dheimhniú go bhfuil an obair bhaile críochnaithe
- Tugtar cuireadh do thuismitheoirí chuig imeachtaí i rith na bliana e.g. Seachtain na Gaeilge, ceolchoirmeacha scoile srl.

Tá fáilte roimh gach thuismitheoir coinne a dhéanamh am ar bith i rith na bliana. Más mian le thuismitheoir leanaí ó Naíonáin Shóisearacha go Rang 6 dul i dteagmháil le múinteoir is féidir leis/léi dul i dteagmháil le rúnaí na scoile chun am oiriúnach a shocrú

ar an nguthán nó ar ríomhphost. Tá sé ríthábhachtach go gcuirfí an scoil ar an eolas láithreach faoi imeachtaí/cúinsí teaghlaigh a d'fhéadfadh a bheith ina gcúis imní don leanbh agus a d'fhéadfadh cur isteach ar ac(h)uid oideachais dá bharr.

I ngach ábhar a bhaineann le folláine agus oideachas na ndaltaí, ní rachaidh an fhoireann i gcomhairle ach leis na tuismitheoirí/caomhnóirí dlíthiúla.

I gcás tuismitheoirí scartha, déanfar teagmháil leo beirt nuair a thosaíonn an leanbh sa scoil nó nuair a chuirtear an scoil ar an eolas faoin scaradh chun na socruithe cumarsáide is oiriúnaí dá gcás féin a aithint. Seolfar cóip den tuairisc deireadh bliana chuig an mbeirt tuismitheoir trí Aladdin Connect más gá.

Cruinnithe Tuismitheoirí/Múinteoirí

Eagrófar cruinnithe foirmeálta Tuismitheoirí/Múinteoirí uair sa bhliain do na ranganna ar fad. Eagrófar cruinnithe do pháistí ó Naíonáin Shóisearacha go Rang 6 le linn Téarma 1.

Múinteoir ranga agus príomhoide le plé a dhéanamh ar POA, uair amháin i rith gach téarma- Téarma 1 (Pleanáil), Téarma 2 (Athbhreithniú) agus uaireanta eatramh 3 (Athbhreithniú Breisithe agus Iarratas & Plean féideartha do Sholáthar an tSamhraidh)

Déanfaidh an scoil iarracht amanna a chomhordú ina bhfuil siblíní i gceist. Is féidir cruinnithe a bheith ar siúl i seomraí ranga nó i seomraí tacaíochta. Is féidir le tuismitheoirí eolas múinteoirí ar dhul chun cinn a bpáiste a shaibhriú trí eolas breise a sholáthar faoina f(h)oghlaim sa bhaile.

Is é cuspóir an chruinnithe Tuismitheoirí/Múinteoirí:

- Cumarsáid mhaith a bhunú agus a chothabháil idir an scoil agus na tuismitheoirí
- Tuismitheoirí a chur ar an eolas faoi dhul chun cinn a bpáistí ar scoil
- Cabhrú le múinteoirí/tuismitheoirí aithne níos fearr a chur ar na leanaí mar dhaoine aonair
- Cabhrú le leanaí a thuiscint go bhfuil tuismitheoirí agus múinteoirí ag obair le chéile

- Tuismitheoirí a chur ar an eolas faoi fhadhbanna agus deacrachtaí a d'fhéadfadh a bheith ag an leanbh ar scoil
- Taithí an linbh ar an scolaíocht a phlé leis an tuismitheoir
- Níos mó a fhoghlaim faoin leanbh ó dhearcadh an tuismitheora
- Níos mó a fhoghlaim faoi thuairimí na dtuismitheoirí ar a bhfuil ar siúl ag an scoil
- Réimsí teannais agus easaontais a aithint
- Bealaí a aithint inar féidir le tuismitheoirí cabhrú lena bpáistí
- Comhchinntí a dhéanamh faoi oideachas an linbh
- Múinteoirí a chur ar an eolas faoin gcaoi a bhfuil leanaí ag déileáil lasmuigh den scoil
- Is féidir le tuismitheoirí cur le heolas an mhúinteora ar dhul chun cinn a ndaltaí trí eolas breise a sholáthar faoi fhoghlaim na scoláirí sa bhaile.

Ag Tuairisciú do Thuismitheoirí/Chaomhnóirí

Is ar thuismitheoirí atá an phríomhfhreagracht as foghlaim agus forbairt a bpáistí. Is féidir le scoileanna cumas na dtuismitheoirí tacú lena bpáistí a neartú trí eolas úsáideach a roinnt le tuismitheoirí faoin dul chun cinn atá á dhéanamh ag leanaí sa chóras oideachais. Úsáideann múinteoirí na foinsí fianaise seo a leanas:

- comhráite leis an leanbh
- tuairimí an mhúinteora ar dhul chun cinn an pháiste maidir le baint amach na gcuspóirí atá leagtha síos i bpleanáil ghearrthéarmach agus fhadtéarmach an mhúinteora
- scrúdú ar shonraí féinmheasúnaithe na mac léinn
- breathnuithe an mhúinteora ar rannpháirtíocht an pháiste i dtascanna torthaí measúnaithe, trialacha agus tascanna eile samplaí d'obair na scoláirí.

Tuarascálacha Deireadh Bliana

Seoltar tuairiscí deireadh bliana abhaile gach Meitheamh chun tuismitheoir a chur ar an eolas faoi dhul chun cinn a bpáiste i rith na bliana. Úsáideann an scoil an teimpléad atá leagtha síos ag an CNCM. Tá eolas úsáideach breise acu freisin do thuismitheoirí ar a suíomh Gréasáin www.ncca.ie.

Tuairiscíonn na múinteoirí faoi na ceannteidil seo a leanas:

- Dearcaí foghlama do linbh
- Forbairt shóisialta agus phearsanta do linbh
- Foghlaim agus gnóthachtáil do pháiste trasna an churaclaim
- Foghlaim tusa agus do pháiste.

Cruinnithe leis an Múinteoir Acmhainne

Baineann na cruinnithe seo le leanaí a bhfuil riachtanais speisialta acu a bhfuil uaireanta acmhainne leithdháilte acu ag an SENO (Oifigeach Riachtanas Speisialta Oideachais). Eagraítear cruinniú idir na tuismitheoirí agus an múinteoir acmhainne do Mheán Fómhair/Deireadh Fómhair chun Plean Oideachais Aonair an pháiste a phlé. Mar sin féin, más mian le tuismitheoir cruinniú a shocrú ag am ar bith i rith na bliana chun a bpáiste a phlé, is féidir leo é sin a dhéanamh trí choinne a dhéanamh roimh ré.

Cruinnithe Neamhfhoirmiúla le Tuismitheoirí/Caomhnóirí (Naíonáin Shóisearacha go Rang 6)

1. Cothaíonn an scoil cumarsáid idir na tuismitheoirí agus an fhoireann. Ní féidir cruinnithe leis an múinteoir a shocrú i gcónaí le linn am teagaisc, áfach.
2. Díspreagtar cruinnithe leis an múinteoir ag doras an ranga chun imní/dul chun cinn páiste a phlé ar chúiseanna éagsúla:

a) Ní féidir le múinteoirí maoirsiú cuí a dhéanamh ar a rang agus iad ag labhairt le tuismitheoir ag an am céanna

b) Bíonn sé deacair a bheith discréideach nuair a bhíonn an oiread sin leanaí ina seasamh in aice láimhe

c) Féadann sé náire a chur ar pháiste nuair a bhíonn t(h)uismitheoir ag caint leis an bhfoireann ag doras an tseomra ranga.

d) Ag cuimhneamh gur áiteanna an-ghnóthach iad na scoileanna, iarrtar ar thuismitheoirí, nuair is féidir, dul i dteagmháil leis an rúnaí chun coinne a shocrú chun an múinteoir ranga nó an príomhoide a fheiceáil. (Ba chóir do thuismitheoirí téama an chruinnithe a nochtadh don rúnaí ionas gur féidir leis an scoil ullmhú mar is ceart.)

Tarlaíonn ócáidí nuair is gá do thuismitheoir labhairt go práinneach le ball foirne. Uaireanta is gá na cruinnithe seo a réachtáil gan fógra a thabhairt roimh ré. Beidh sé mar aidhm ag an bPríomhoide cruinnithe dá leithéid a éascú agus gach iarracht a dhéanamh a chinntiú nach gcaillfidh na páistí sa rang aon chuid den am teagaisc/foghlama. Is minic go mbíonn glao gutháin ar an modh cumarsáide is éifeachtaí agus is féidir é a shocrú tríd an oifig.

Más mian le tuismitheoirí buail isteach boscaí lóin, feisteas spóirt srl, is féidir é seo a dhéanamh trí oifig an rúnaí toisc go bhfuil sé tábhachtach cur isteach ar ranganna a choinneáil chomh híseal agus is féidir.

Cruinnithe Neamhfhoirmiúla le Tuismitheoirí Naíonán

1. Cothaíonn an scoil cumarsáid idir na tuismitheoirí agus an fhoireann. Ní féidir cruinnithe leis an múinteoir a shocrú le linn am teagaisc, áfach.

2. Díspreagtar cruinnithe leis an múinteoir ag doras an ranga chun imní/dul chun cinn páiste a phlé ar chúiseanna éagsúla:

(a) Spreagtar scaoileadh agus bailiú ciúin mar gheall ar ró-ualach céadfach féideartha do leanaí

(b) Díreofar ar an gcumarsáid tríd an dialann ach bíonn an príomhoide sásta bualadh le tuismitheoirí de réir mar is gá.

Nós Imeachta Gearán

Is annamh a dhéantar gearáin ach ba mhaith leis an scoil go ndéileálfai leo go neamhfhoirmiúil, go cothrom agus go tapa. Imlíononn Aguisín 1 an nós imeachta gearán comhaontaithe atá le leanúint i nGaelscoil Uí Riada. Leantar na céimeanna seo agus muid ag déileáil le haon chineál gearáin idir daoine fásta i bpobal na scoile.

Róil agus Freagrachtaí

Tá cumarsáid dhearfach agus ómósach thar a bheith tábhachtach dár scoil. Síneann sé seo ní hamháin do na páistí ach do na páirtithe uile san oideachas e.g. an fhoireann, tuismitheoirí, baill an bhoird agus an pobal i gcoitinne. Cé go bhfuil iompar leanaí inár scoil fíorthábhachtach, tá freagracht ar dhaoine fásta i bpobal na scoile freisin a chinntiú go bhfuil a n-iompar féin ina eiseamláirí de na cineálacha iompair a bhfuiltear ag súil leo ó leanaí.

Tá sé tábhachtach go mbeadh gach comhpháirtí san oideachas freagrach as a n-iompar féin sa scoil. Tá “Cairt & Beartas um Dhínit san Ionad Oibre” ag an Scoil.

<https://www.gaelscoiluiriada.ie/polaisi-na-scoile/>

- [Dínit is Meas san Ionad Oibre](#)
- [Polasaí Cumarsaide/Communication Policy](#)

Mar shampla:

- Bítear ag súil go labhróidh gach páirtí leasmhar lena chéile le meas. Ní ghlactar le scairt nó toin ionsaitheacha eile. Má léiríonn páirtí leasmhar fearg nó ionsaí ar bhall eile

de phobal na scoile, féadfar iarraidh orthu iad féin a bhaint den fhoirgneamh. I gcásanna áirithe, ní mór glaoch a chur ar na Gardaí

- Déileálfaidh na páirtithe leasmhara go léir le gach leanbh atá ag freastal ar ár scoil leis an meas is mó agus iad san áitreabh
- Ní phléifidh an fhoireann ach cúrsaí scoile a bhaineann le leanbh an tuismitheora/caomhnóra féin. Beidh meas ag foireann na scoile ar cheart an linbh ar príobháideachas agus mar sin iarrtar ar thuismitheoirí meas a léiriú ar chearta príobháideachais leanaí eile
- Nuair a eagraítear cruinnithe, moltar ré réasúnta a aontú don chruinniú. Ba cheart gach iarracht a dhéanamh gan dul thar an ré aontaithe
- Bíonn an Fhoireann Maoirseachta ar fáil uaireanta chun éisteacht le ceist thapa ar maidin (8:30-8:50rn) agus tar éis am scoile (Naíonáin @ 1:30 & Rang 1-6 @ 2:30pm). Más gá, áfach, go mbeadh plé nó cruinniú ag tuismitheoir, ba chóir coinne a dhéanamh le haghaidh am áisiúil don dá pháirtí. Tosaíonn na ranganna ag 8:50 am agus críochnaíonn siad ag 2.30in agus níor cheart cur isteach ar an am seo.

Sláinte, Sábháilteacht, Folláine agus Leas ag an Obair

Sláinte, Sábháilteacht agus Leas ag an Obair

Is píosa tábhachtach reachtaíochta é an tAcht um Shábháilteacht, Sláinte agus Leas ag an Obair (2005) do Bhoird Bhainistíochta agus dóibh siúd a oibríonn i scoileanna. Aithnítear go bhféadfadh foireann scoile a bheith i mbaol ó fhoréigean i bhfoirm mí-úsáid briathartha, bagairtí, ionsaithe nó imeaglú de chineál eile. Féadfaidh an t-iompar seo teacht ó dhaltáí, ó thuismitheoirí, ó chaomhnóirí, ó bhaill foirne eile nó ó ionróirí. Maidir leis seo, ba chóir go mbeadh gach ball foirne ar an eolas faoi Chiorclán ROS 40/97 agus Beartas Sláinte & Sábháilteachta agus Beartas um Dhínit ag an Obair a dhéileálann leis na nósanna imeachta atá le leanúint má bhraitheann siad gur cuireadh faoi aon cheann de na hiompraíochtaí thuas iad.

Critéir Ratha

- Taifead ar líon agus nádúr na ngearán agus conas a réitíodh iad
- Aiseolas ó phobal na scoile/chuairteoirí chun na scoile gur féidir atmaisféar dearfach, fáiltiúil a mhothú sa scoil
- Aiseolas ó fhoireann na scoile, ó thuismitheoirí, ó dhaltaí, srl ar an gcaoi a n-oibríonn an polasaí
- Dea-chaidreamh agus dea-chumarsáid idir thuismitheoirí agus foireann na scoile

Review

This policy will be reviewed in 2026

Appindic/Appendices:

[NÓS IMEACHTA GEARÁN THUISMITHEOIRÍ SCOILEANNA | Gaelscoil Uí Riada](#)

Nós Imeachta Gearán do Dhaoine Fásta (Mar atá leagtha amach ins an Nós Imeachta Athbhreithnithe 2023)

Is annamh a dhéantar gearáin ach ba mhaith leis an scoil go ndéileálfaí leo go neamhfhoirmiúil, go cothrom agus go tapa. Leantar na céimeanna seo agus muid ag déileáil le haon chineál gearáin idir daoine fásta i nGaelscoil Uí Riada.

Céim 1 – Céim Neamhfhoirmiúil

1. Más mian le Páirtí A gearán a dhéanamh, ba chóir dó labhairt le Páirtí B ar dtús d'fhonn an gearán a réiteach.

2. Sa chás nach bhfuil siad in ann an gearán a réiteach, ba chóir do Pháirtí A labhairt leis an bPríomhoide d'fhonn é a réiteach

3. Má tá an gearán fós gan réiteach, ba chóir do Pháirtí A, más mian leo, labhairt le Cathaoirleach an Bhoird Bainistíochta d'fhonn é a réiteach.

Céim 2 – Céim Fhoirmiúil

1. Más rud é go bhfuil an gearán fós gan réiteach agus gur mian le Páirtí A leanúint leis an ábhar a thuilleadh, ba cheart dó/dí an gearán foirmiúil scríofa a thaisceadh le Cathaoirleach an Bhoird Bainistíochta.

2. Déanfaidh an Cathaoirleach cineál beacht an ghearáin scríofa a chur in iúl don Pháirtí B i dtrácht agus féachfaidh sé leis an ábhar a réiteach idir na páirtithe laistigh de 5 lá ón ngearán i scríbhinn a fháil.

Céim 3 – Céim Fhoirmiúil

1. Mura réitítear an gearán fós, ba cheart don Chathaoirleach, faoi réir údarú an Bhoird:

a) Cóip den ghearán scríofa a sholáthar don Pháirtí B agus

b) Cruinniú a shocrú le Páirtí B, agus nuair is cuí, leis an bPríomhoide d'fhonn an gearán a réiteach. Ba cheart cruinniú den sórt sin a bheith ann laistigh de 10 lá tar éis an gearán scríofa a fháil.

Céim 4 – Céim Fhoirmiúil

1. Mura bhfuil an gearán réitithe fós, ba cheart don Chathaoirleach tuarascáil fhoirmiúil a thabhairt don Bhord laistigh de 10 lá ón gcruinniú.

2. Má mheasann an Bord nach bhfuil bunús leis an ngearán, ba cheart é sin a chur in iúl do Pháirtí A agus do Pháirtí B laistigh de 3 lá ón gcruinniú an Bhoird.

3. Má mheasann an Bord go bhfuil bunús leis an ngearán nó gur gá imscrúdú breise a dhéanamh air, leanfar na céimeanna seo a leanas:

a. Tabharfar do Pháirtí B cóipeanna d'aon fhianaise scríofa chun tacú leis an ngearán

b. Iarrfar air/uirthi freagra scríofa ar an ngearán a sholáthar don Bhord agus tabharfar deis dó/di cur i láthair a dhéanamh don Bhord agus duine eile a bheith in éineacht leis ag an gcruinniú sin.

c. Féadfaidh an Bord cruinniú a shocrú le Páirtí A, agus féadfaidh duine eile a bheith in éineacht leis ag an gcruinniú seo.

Céim 5 – Céim Fhoirmiúil

1. Tar éis imscrúduithe an Bhoird, déanfaidh an Cathaoirleach cinneadh an Bhoird a chur in iúl i scríbhinn do Pháirtí A agus do Pháirtí B laistigh de 5 lá ó chruinniú an Bhoird. Beidh cinneadh an Bhoird críochnaitheach.

Communication Policy

This policy was written in consultation with the Staff, Board of Management and Parents' Association. It was created in order to provide information and guidelines regarding communication between teachers and parents in the context of Gaelscoil Uí Riada. It also outlines the complaint procedures at the end of this document for parents.

Aims

- Develop close links between home and school
- Enable parents to collaborate with the school in developing the full potential of their children
- Outline the various forms of home-school communication
- Share the responsibility of maintaining the school's ethos, values and distinctive character
- Encourage positive and respectful participation in parent/teacher meetings,
- Affirm the professional role of all staff members in the school
- Encourage active involvement in the school/parents' association
- Encourage participation in policy development and decision-making processes.

Forms of Communication

- Parents Association AGM
- Meeting for parents of new Junior Infants – Term 3 prior to starting in the school
- Individual Parent/teacher meetings in Term 1 (Senior Infants – 6th Class), Term 2 Junior Infants
- Staff meetings during Croke Park Hours
- Parents receive a school report at the end of each school year for each of their children.
- Meetings with parents whose children have special needs
- Parent/Teacher consultation throughout the year, as needed
- Written communication – Aladdin Connect, letters in the schoolbag/emails/texts
- Through the Parents' Association, parents are invited to discuss and contribute to the drafting and review of all school policies. Decisions taken to change current policies and procedures or to introduce new ones will be made known to all parents in written format via the school communication system or website
- Regular emails keep parents up-to-date with school events, holidays and school concerns
- School website & Instagram Account are updated regularly.
- Parents Association Whatsapp Groups are encouraged by the school to remind parents of school activities.
- 1st – 6th class – the homework diary can be used to relay messages which are signed between parents and teachers. Parents are requested to sign the diary each night to certify that homework has been completed
- Parents are invited to events throughout the year e.g. Seachtain na Gaeilge, school concerts etc.

All parents are welcome to make an appointment any time throughout the year. If a parent of children Junior Infants to 6th class wishes to contact a teacher, he/she can contact the school secretary to arrange a suitable time by phone or email. It is vital that the school is immediately informed of family events/situations that occur which may cause anxiety to the child and therefore may adversely affect his/her education.

In all matters pertaining to the well-being and education of pupils, only the parents/legal guardians will be consulted by staff.

In the case of separated parents, they shall both be contacted when the child starts in the school or when the school is informed of the separation to identify the most appropriate communication arrangements for their particular situation. Both parents will be sent a copy of the end of year report if required via Aladdin Connect.

Parent/Teacher Meetings

Formal Parent/Teacher meetings will be held once a year for all classes. Meetings for children from Junior Infants to 6th Class will be arranged during Term 1.

Class teacher and principal to discuss IEP, once during each term- Term 1(Planning), Term 2 (Review) and occasionally in Term 3(Further Review and possible Application & Plan for Summer Provision)

The school will attempt to co-ordinate times where siblings are concerned. Meetings may take place in classrooms or support rooms. Parents can enrich teachers' knowledge of their child's progress by providing further information about his/her learning at home.

The purpose of the Parent/Teacher meeting is:

- To establish and maintain good communication between the school and parents
- To inform parents how their children are progressing in school
- To help teachers/parents get to know the children better as individuals
- To help children realise that parents and teachers are working together
- To inform parents of problems and difficulties the child may have in school
- To discuss with the parent the child's experience of schooling
- To learn more about the child from the parent's perspective
- To learn more about parental opinions on what the school is doing
- To identify areas of tension and disagreement
- To identify ways in which parents can help their children
- To make joint decisions about the child's education
- To inform teachers on how children are coping outside school
- Parents can enrich teacher's knowledge of their students' progress through providing further information about the students' learning at home.

Reporting to Parents/Guardians

Parents have the primary responsibility for their children's learning and development. Schools can strengthen the capacity of parents to support their children by sharing

useful information with parents about the progress that children are achieving in the education system. Teachers draw on the following sources of evidence:

- conversations with the child
- teacher's observations on the child's progress in reaching objectives laid down in the teacher's short-term and long-term planning
- examination of students' own self-assessment data
- teacher's observations of the child's engagement with tasks outcomes of assessments, tests and other tasks examples of students' work.

End of Year Reports

End of year reports are sent home each June to inform parent of their child's progress during the year. The school uses the template laid down by the NCCA. They also have additional useful information for parents on their website www.ncca.ie.

The teachers report under the following headings:

- Your child's learning dispositions
- Your child's social and personal development
- Your child's learning and achievement across the curriculum
- You and your child's learning.

Meetings with the Resource Teacher

These meetings pertain to children with special needs who have been allocated resource hours by the SENO (Special Educational Needs Officer). A meeting between parents and the resource teacher is arranged for September/October in order to discuss the child's Individual Education Plan. However, if a parent wishes to arrange a meeting at any stage during the year to discuss their child, they may do so by prior appointment.

Informal Meetings with Parents/Guardians (Junior infants to 6th class)

1. The school encourages communication between parents and staff. However, meetings with the teacher cannot always be arranged during teaching time.
2. Meetings with the teacher at the class door to discuss a child's concern/progress are discouraged on a number of grounds:
 - a) Teachers cannot adequately supervise their class while at the same time speaking to a parent
 - b) It is difficult to be discreet when so many children are standing close by
 - c) It can be embarrassing for a child when his/her parent is talking to staff at a classroom door.

d) Keeping in mind that schools are very busy places, parents are asked, whenever possible, to contact the secretary to arrange an appointment to see the class teacher or principal. (Parents should reveal the theme of the meeting to the secretary so as the school can prepare adequately.)

Occasions occur where a parent needs to speak to a staff member urgently. Sometimes these meetings need to take place without prior notice. The Principal will aim to facilitate such meetings, making every effort to ensure that the children in the class do not lose out on any of the teaching/learning time. A phone call is often the most effective means of communication and can be arranged through the office.

If parents wish to drop in lunch boxes, sports gear etc, this can be done through the secretary's office as it is important to keep class interruptions to a minimum.

Informal Meetings with Parents of Infants

1. The school encourages communication between parents and staff. However, meetings with the teacher cannot be arranged for during teaching time.
2. Meetings with the teacher at the class door to discuss a child's concern/progress are discouraged on a number of grounds:
 - (a) Quiet drop off and collection is encouraged due to potential sensory overload for children
 - (b) Communication will be addressed through the journal however, the principal is open to meeting with parents as and when the need arises.

Complaints Procedure

Complaints are infrequent but the school would wish that they be dealt with informally, fairly and quickly. Appendix 1 outlines the agreed complaints procedure to be followed in Gaelscoil Uí Riada. These steps are followed when dealing with any form of complaint between adults in the school community.

Roles and Responsibilities

Positive and respectful communication is of great importance to our school. This not only extends to the children but to all of the partners in education e.g. the staff, parents, board members and the wider community. While the behaviour of children in our school is of vital importance, adults in the school community also have a responsibility to ensure their own behaviour models the types of behaviour expected of children.

It is important that all partners in education are responsible for their own behaviour in the school. The School has a “Dignity in the Workplace Charter & Policy”

<https://www.gaelscoiluriada.ie/polaisi-na-scoile/>

- [Dínit is Meas san Ionad Oibre](#)
- [Polasaí Cumarsaide/Communication Policy](#)

For example:

- All stakeholders are expected to speak to each other with respect. Shouting or other aggressive tones are not acceptable. If a stakeholder displays anger or aggression to another member of the school community, they may be asked to remove themselves from the building. In certain cases, the Gardaí must be called
- All stakeholders will treat all children attending our school with the utmost respect while on the premises
- Staff will only discuss school matters relating to the parent/guardian’s own child. The school staff will respect the child’s right to privacy so it is asked that parents respect other children’s rights to privacy
- When meetings are arranged, it is recommended to agree a reasonable duration for the meeting. Every effort should be made not to exceed the agreed duration
- Supervising Staff are sometimes available to listen to a quick issue in the morning (8:30-8:50am) and after school (Infants @ 1:30 & Rang 1-6 @ 2:30pm). However, should a parent need to have a discussion or meeting, an appointment should be made for convenient time for both parties. Classes begin at 8:50 am and finish at 2.30pm and this time should not be interrupted.

Health, Safety, Wellbeing and Welfare at Work

The Safety, Health and Welfare at Work Act (2005) is an important piece of legislation for Boards of Managements and for those who work in schools. It is recognised that school staff may be at risk from violence in the form of verbal abuse, threats, assaults or other forms of intimidation. This behaviour may come from pupils, parents, guardians, other staff members or intruders. In this respect, all staff should be aware of DES Circular 40/97 and Health & Safety Policy and Dignity at Work Policy which deal with the procedures to follow if they feel they have been subjected to any of the above behaviours.

Success Criteria

- Record of number and nature of complaints and how they were resolved
- Feedback from the school community/visitors to the school that a positive, welcoming atmosphere can be felt in the school
- Feedback from school staff, parents, pupils, etc on how the policy is working
- Good relationship and good communication between parents and school staff

Review

This policy will be reviewed in 2019

Appendices:

Complaints Procedure for Adults (As outlined in the Revised Procedure 2023)

[NÓS IMEACHTA GEARÁN THUISMITHEOIRÍ SCOILEANNA | Gaelscoil Uí Riada](#)

Complaints are infrequent but the school would wish that they be dealt with informally, fairly and quickly. These steps are followed when dealing with any form of complaint between adults in Gaelscoil Uí Riada.

Stage 1 – Informal Stage

1. If Party A wishes to make a complaint, they should firstly speak with Party B with a view to resolving the complaint
2. Where they are unable to resolve the complaint, Party A should speak with the Principal with a view to resolving it
3. If the complaint is still unresolved, Party A, if they so wish, should speak with the Chairperson of the Board of Management with a view to resolving it.

Stage 2 – Formal Stage

1. If the complaint is still unresolved and Party A wishes to pursue the matter further, he/she should lodge the a formal written complaint with the Chairperson of the Board of Management
2. The Chairperson will bring the precise nature of the written complaint to the notice of the Party B in question and seek to resolve the matter between the parties within 5 days of receipt of the written complaint.

Stage 3 – Formal Stage

1. If the complaint is still not resolved, the Chairperson should, subject to the authorisation of the Board:

- a) Supply the Party B with a copy of the written complaint and
- b) Arrange a meeting with Party B, and where applicable, the Principal with a view to resolving the complaint. Such a meeting should take place within 10 days of receipt of the written complaint.

Stage 4 – Formal Stage

1. If the complaint is still not resolved, the Chairperson should make a formal report to the Board within 10 days of the meeting

2. If the Board considers that the complaint is not substantiated, Party A and Party B should be so informed within 3 days of the Board meeting

3. If the Board considers that the complaint is substantiated or that it warrants further investigation, the following steps shall be followed:

- a. Party B shall be supplied with copies of any written evidence in support of the complaint
- b. He/she shall be requested to supply a written response to the complaint to the Board and shall be afforded an opportunity to make a presentation to the Board and to be accompanied by another person to that meeting
- c. The Board may arrange a meeting with Party A, who may be accompanied by another person to this meeting.

Stage 5 – Formal Stage

1. Following the Board's investigations, the Chairperson shall convey the decision of the Board in writing to Party A and Party B within 5 days of the meeting of the Board. The decision of the Board shall be final.

<https://www.gaelscoiluriada.ie/polaisi-na-scoile/>

- [Dínit is Meas san Ionad Oibre](#)
- [Polasaí Cumarsaide/Communication Policy](#)