**Parental Involvement Policy**

**Scoil Cholmcille Junior,**

**Ballybrack**

**Roll No: 19641T**

**Introduction**

This policy was formulated in March 2011. The Parents’ Association, Representatives of the Board of Management, Principal Teacher, Home School Community Liaison Coordinator and a staff representative were involved.

**Rationale**

This policy was devised to maximise the benefits to pupil learning by promoting a partnership between the parents and the school as set down by the Education Act 1998, with the aim of promoting the moral, spiritual, social and personal development of students and provide health education for them, in consultation with their parents/guardians.

**Relationship to ethos of the school**

Scoil Cholmcille seeks to enable each child to develop his/her potential in a caring environment where each child is valued. This work can best be done where there is a high level of openness and co-operation between staff, parents/guardians and pupils.

**Aims**

In introducing this policy Scoil Cholmcille Junior hopes:

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

**The Policy In Action**

Parental involvement is addressed in the following areas:

1. Parents’ Association
2. Board of Management
3. Organisational policies and curriculum plans
4. Communication
5. Home School Community Liaison Teacher
6. Education Welfare Officer

1**. Parents’ Association**

The Parents’ Association, in accordance with the National Parents Council guidelines, works in partnership with the Principal Teacher, the staff, the Board of Management and the whole school community in Scoil Cholmcille Junior for the benefit of the children in the school.

The Association aims to support and empower parents/guardians to be active in the best interests of their children’s lives in school.

Parents/guardians are invited to join the Association and play an active part by attending meetings and partaking in any activities organised by the Association.

The officers of the Parents’ Association communicate with the school via the Principal Teacher. Opportunities are provided for members of the Parents’ Association to liaise or form joint working groups with school staff regarding in-school projects or policy formation.

2**. Board of Management**

The parents’ representatives on the Board of Management, according to the Constitution of Boards and Rules of Procedure, DES, 2007, will assist the Board in managing the school for the benefit of the students and their parents/guardians.

The current Parent representatives are: Mary Kelly and Brian Downey

3. **Organisational Policies**

Parents/guardians who have expertise and/or interest in any particular policy area are invited to partake in policy formation.

Parents are invited to meetings to discuss changes or amendments to policies and reviews of policies.

Draft policies are discussed with parents at parent meetings organised by the Principal. All submissions and amendments are considered and discussed.

Parents/guardians have a role to play in ensuring that procedures outlined in policies are adhered to.

4. **Curriculum Plans**

Parents/guardians with particular knowledge or skills in any curriculum area may, at the invitation of the teacher, be invited to share their expertise with pupils.

**5. Communication**

**Parent Teacher Meetings:** Parent teacher meetings are generally held in November of each year. Individual appointment times are agreed between the parent and the teacher.

 Parents are advised at the start of the year that they are free to make individual appointments with their child’s class teacher or learning support/resource teacher at times other than Parent/Teacher meetings. The class teacher or learning support teacher may also make an appointment to meet the parents when considered necessary.

Class meetings are held for parents of Early Start and Junior Infants in June.

**Learning Support/Resource teachers**: The class teacher informs parents/guardians of their child’s progress and discusses any extra support that the child may require. Parents/guardians of children in receipt of resource hours sanctioned by the SENO are invited to IEP meetings and are kept fully informed of all developments. Parents/guardians are advised to liaise with the Principal Teacher, the class teacher or the resource teacher by appointment when necessary.

**Extra-Curricular Activities**: Parents/guardians are advised of any extra curricular activities that are available to their child.

**School Report:** Reports are sent to the parents/guardians at the end of every school year. Standardised test results are communicated to parents of 1st class and 2nd class in the school report. A note explaining the standardised test result is sent with the report. All school reports are sent in the middle of June to allow parents adequate time before the end of term to discuss any concerns they have in relation to school reports

**Website**

The school has an active website [www.scjballybrack.com](http://www.scjballybrack.com) since December 2012 which keeps parents up-to-date with events in school and invite parents’ involvement with activities and courses in the school. When new or important information is up-loaded to the website the children in 1st and 2nd write this in their homework copy. Infants are given a little website alter note in theri reading homework folder.

All parents are given the choice of receiving information by internet or by note/ newsletter. For those parents who have opted to be informed by paper, a copy of anything new up-loaded on the website is given to their child. Each teacher has a list of the few children who still require notes.

**Text-a-Parent**

All parents mobile numbers are up-dated in September by the school secretary. Text-a-Parent system is used to remind parents of important events and of any school closures.

**Homework:** Parents/guardians are required to sign the pupils’ homework each night.

**Open Days** are held as required for example: launches, project displays, green schools displays, Grand-parents Day etc. Parents/guardians are invited to concerts, masses and any other events as appropriate.

Notices regarding upcoming events, adult education classes and services available for parents and children are displayed at all entrances to the school.

**6. Home School Community Liaison Co-ordinator.**

Parents are made aware of supports available from the Home School Community Liaison Coordinator at initial class meetings.

Parents are invited to partake in classes and courses facilitated by the coordinator.

Parents are invited to partake in in-class projects facilitated by the coordinator such as Shared Reading, Maths for Fun, Cookery, Drama etc.

**7. Education Welfare Officer**

Parents are informed of the role of Education Welfare Officer in relation to absence of more than 20 school days at the beginning of the school year in the September by website alert. It is our school policy to tell/phone parents when their child has missed **10 days**. If a child is absent for **15 days,** the school will write to parents/guardians to make them aware. Parents are informed that at **20 days** the school has no choice but to report the absence to the Welfare Board

**Formulation Process**

The Principal, the Home School Community Liaison Coordinator, a staff representative, a representative of the Board of Management and officers of the Parents Association have developed this policy.

The BOM officially ratified the policy on\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ and it is available for consultation by the parents and staff. Copies are made available in the school and on the school website.

**Monitoring and Evaluation**

As a result of an active policy on parental involvement in Scoil Cholmcille Junior parents/guardians are welcome in the school and invited to support all activities their children are involved in. They are assured that their concerns will be heard and acted on where possible. Increased parental involvement in school activities results in an overall benefit to pupil learning. Responsibility for implementation lies with the whole school community.

**Review Procedure**

The policy will be reviewed regularly in the light of experience. It will be reviewed by the full staff and Board of Management every five years. Any staff member, board member, parent, guardian or student who is unhappy with the content or the implementation of any school policy may request a review at any time and such a request will be dealt with as quickly as possible. Next review of this policy will occur before or during the school year 2017.

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Chairperson BOM