### Communications Policy

Introduction

In Kildare Town Educate Together the following tools of communication are in place:

In School

* Staff meetings
* Oral notices to teacher by the principal.
* Announcement/ discussion in staff room at break times
* Staff room notice board
* School related events
* Regular classroom visits by the principal
* Facilitating teachers in the same class grouping during contact time to discuss school related issues

Home - School

The following measures endeavor to ensure co-operation between school and home:

* Aladdin notifications
* School website
* Facebook
* Notes to parents on specific issues
* Parent-Teacher meeting
* School Reports
* Email
* Meeting parents face to face (by appointment)
* Phone calls
* Sports day
* Book fair

Parent/Staff Communication

All communication between parents and staff must be courteous and non-aggressive on both sides, however urgent the issue(s) might be.

All contact with school staff must be through the school. No parent should contact a staff member on their personal mobile (if they happen to have it) after school hours.

Reasons for a child’s absence should always be in the form of a letter, email or through the Aladdin app.

Email Communications between staff and parents

Email is a very effective form of communication. It can ensure a member of staff gets the information in a fast, reliable and confidential way. There are several things to note with this form of communication.

* All emails should be kept short and to the point. They are not to be used in lieu of a face to face meeting.
* A teacher or parent may decide not to reply to an email but request a meeting instead. All emails will be acknowledged.
* All emails from staff members will be CC’d the principal of the school. They will be kept entirely confidential.

Staff members can be contacted on first name dot last name@ktet.ie, with the exception of Gerry and Rachel, who are first name only. Examples are as follows: gerry@ktet.ie or christine.cuddy@ktet.ie

Monitoring & Evaluation

Policy is revised every 3 years or at other times if deemed necessary.

Ratification and Review

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| Date Created | February 2015 |
| Date of Review | January 2020 |
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