

POLICY ON COMMUNICATION STRUCTURES–ST KEVIN’S COLLEGE

Effective communication structures are essential for the proper functioning of the 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.

Principal – Deputy Principal

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

The smooth running of the school requires that the Principal and Deputy Principal 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.

Principal – 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 Principal, Year Heads and Form Teachers shall meet regularly to monitor the working of the Pastoral Care and Discipline Structures.

Day-to-day information shall be communicated to the staff by means of the staff notice board, announcements in the staffroom at break-time and the use of email.

Staff members who are going to be absent shall ring the deputy Principal as soon as possible before 8.50 a.m. 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 well in advance.

Staff Members – Staff Members

Regular subject meetings are to be encouraged and facilitated 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 Home School, Careers and Learning Support teachers shall work closely together and shall share information with one another and with other teachers whenever this is in the best interests of a particular student.

Staff Members - Students

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

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

The Student Council shall serve as a very important two-way channel of communications.

School – Home

Parents/guardians shall receive formal progress reports in January and June each year. In the case of Transition Year students, three assessments shall take place in the course of the school year.

All parents/guardians are encouraged to attend the annual Parent/Teacher meetings.

Class Teachers, Form Teachers, Year Heads, Deputy Principal and Principal shall contact parent(s)/guardian(s) by phone, letter or note in the homework journal whenever such contact is warranted. They may also be contact via text with regards to Attendance, Punctuality & general information.

Parents/guardians are welcome to phone the office to make an appointment to meet any teacher, Form Teacher, Year Head, Careers Teacher, Home School Teacher, Deputy Principal or Principal.

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.

An information night shall be held each year for the parents/guardians of incoming 1st Year students. A Senior Cycle information Night will also be held for all 3rd & 4th year parents in January each year.

The Home School teacher shall meet the parents/guardians of all First Year students.

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

School – Local Community

People in the local community are encouraged to participate in the various courses organised by the Home School teacher.

Local individuals and groups are invited to use the school facilities and the gym out of school hours.

The School shall avail of every opportunity to convey a positive image to the local community and shall actively counter any negative publicity.