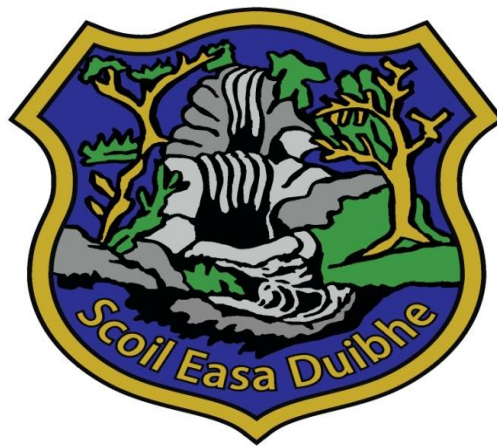


Asdee National School



Parent/Guardian Teacher Communication Policy

Information for Parents of children attending Asdee National School

Formal Parent/Guardian Teacher meetings will be held annually -normally last week of November/first week in December.

A written report on each child is presented to the parents at the end of each school year.

A teacher may arrange an informal meeting with Parents /Guardians at other times during the year.

A Parent/Guardian who has any concerns or issues that they would like to discuss outside of the annual Parent/Guardian-Teacher meeting should follow the following steps:

1. Phone/text school mobile to request a suitable time to chat with the teacher or approach the class teacher informally and arrange a suitable time for a chat or a meeting. School mobile number 086 1382038
2. If the issues/concerns persist the Parent /Guardian should ask to speak with the school Principal. (If the class teacher is also the Principal ,the Parent/Guardian may ask to speak to the Deputy Principal).
3. If the issues/ concerns are still ongoing then the Parent /Guardian should ask to meet with the Principal and class teacher together.
4. In the case that the issues / concerns are still unresolved the Parent/Guardian may request a meeting with the Chairperson & Principal together.
5. If the issues / concerns are unresolved at this stage, then the Parents/Guardians should request the formal INTO/CPSMA Complaints Procedure from the school. Only when the above steps have been followed, then the Formal Complaints Procedure will be invoked.

These steps have been agreed with staff and approved by the B.O.M. of Asdee N.S. at a meeting in April 2022.

Chairperson: _____ Date: _____
Oliver Kearney

Principal/Secretary to B.O.M. _____ Date: _____
Michelle Sheehy