WRITTEN COMMUNICATION WITH PARENTS

AIMS

The aims of this policy are to ensure that all written communications with parents are well thought out, consistent with school policy, professionally presented, accurate and in the interest of all parents concerned and the wider interests of the school.

- All letters will be on headed notepaper and will be presented to the Principal/Deputy Principal's/Yearhead's for a counter-signature.
- All notes in Journal will correspond with agreed remarks.
- Telephone calls to parents will only be made by Yearheads/Deputy Principal's/Principal and Secretarial Staff as instructed.
- All phone calls to parents to be recorded.

FORMULATION OF POLICY

This policy has been formulated by the Board of Management in consultation with staff.

IMPLEMENTATION OF POLICY

This policy will be implemented by all staff.

MONITORING PROCEDURES

The policy will be monitored by the Principal, Deputy Principals and the Secretarial Staff.

SUCCESS CRITERIA

The success of this policy will be ascertained by more professional communications between the school and the wider community

REVIEW PROCEDURES

The policy will be reviewed on an ongoing basis.