

Tuairisciú do thuismitheoirí *Reporting to Parents*

Réamhráiteas *Introduction*

Cuireadh an polasaí le chéile in 2009-10 agus rinneadh an t-athbhreithniú is déanaí air i mí na Samhna 2021. Bhí an fhoireann teagaisc, an Bord Bainistíochta agus na thuismitheoirí rannpháirteach ann.

This policy was developed in 2009-2010 and was last revised in November 2021. The staff, Board of Management and parents were involved in its preparation.

Rationale.

Ullmhaíodh an polasaí seo ionas go mbeidh treoirínte soiléir leagtha síos i Scoil Chearbhaill Uí Dhálaigh i dtaobh thuairisciú do thuismitheoirí faoi dul chun cinn na ndaltaí.

This policy has been developed in order to present clear guidelines used in Scoil Chearbhaill Uí Dhálaigh with regard to reporting pupils' progress to their parents

Gaol le Spiorad Sainiúil na Scoile

Relationship to characteristic Spirit of the school

Cuirtear fíis na scoile i bhfeidhm trí gach seans a thabhairt do na páistí a tallanna a fhorbairt chomh fada agus is féidir le linn doíbh a bheith ar scoil. Mar chomhphobal iomlán scoile, bímid airdeallach gurb í an Ghaeilge teanga na scoile agus go dtugatar tús áite di

Reporting of pupils' progress to parents affords the children every opportunity to develop their talents as far as possible during their time at school. As a whole school community, we are mindful that Irish is the language in the school and is therefore given priority.

Aidhmeanna. *Aims*

Tuigtear an ról lárnach atá ag gabháil le dea-chaidreamh idir thuismitheoirí agus foireann na scoile chun a chinntiú go mbainfeadh gach dalta an tairbhe is mó is féidir as a chuid ama ar scoil. Cothaítear an dea-chaidreamh seo le naisc cuí agus bealaí cumarsáide maithe idir na thuismitheoirí agus foireann na scoile.

The central role that good relations have in ensuring that every pupil gets as much benefit as possible from their time at school is understood. Good relations between parents/guardians and teachers are promoted through appropriate links and good means of communication.

Gnáthnósanna tuairiscithe atá i bhfeidhm i Scoil Chearbhaill Uí Dhálaigh.

Practices in general use in Scoil Chearbhaill Uí Dhálaigh are as follows:

- Bíonn cruinnithe thuismitheoirí / caomhnóirí le múinteoirí gach bliain i mí na Samhna do Rang na Naíonán Shinsearacha go Rang 6. I mí Feabhra bíonn cruinnithe do Rang na Naíonán Shóisearacha. Bíonn múinteoirí ón bhfoireann OS páirteach sa phróiseas seo mar aon leis na hoidí ranga.

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Parent/Guardian-Teacher meetings are held every year in November for classes from Senior Infants to Sixth. Meetings for Junior Infants are held in February. SEN teachers are part of this process also.

- Mas mian le thuismitheoir/caomhnóir nó le h-oide cruinniú a eagrú am ar bith le linn na bliana is féidir coinne a dhéanamh ach ríomhphost a sheoladh nó glaoch a chur ar an oifig. Ní mór bunchúis an chruinnithe a lua ionas gur féidir leis an oide ullmhúchán cuí a dhéanamh don chruinniú.
If a parent/guardian or teacher wish to meet at any time during the school year they can make an appointment via e mail or phone call to the Office. The reason for the meeting must be explained in order to give the teacher the opportunity to make necessary preparations for the meeting.
- Coimeádtar taifead ar an gcruinniú thuismitheoirí /múinteoirí ,ar chruinnithe eile agus ar thimpistí ar Aladdin.
Records of Parent/Guardian-Teacher meetings, other meetings and accidents are kept on Aladdin.
- Cuirtear Ríomhphost nó glaoch fón má bhain timpiste/gearradh do pháiste ar scoil.
In case of an accident or injury, an email or phone call will be sent/made to parents.
- Seoltar Tuairisc Scoile dheireadh na bliana abhaile trí Aladdin Connect i lár Mhí an Mheithimh. Tugann sé seo deis ama don thuismitheoir teagmháil a dhéanamh leis an oide ranga chun soiléiriú a lorg ar aon chuid den tuairisc más gá. Coinnítear na tuairiscí i gcomhad an pháiste ar Aladdin.
End of year school reports are sent out in June via Aladdin Connect. This gives the parents time to seek clarification on any aspect of the report if necessary. Reports are kept in the child's file on Aladdin.
- Bíonn ionchur ag na múinteoirí Oideachais Speisialta sna tuairiscí i mí an Mheithimh Bíonn siad ar fáil freisin sa chás go bhfuil soiléiriú de dhíth
SEN teachers have an input in reports in June. They are also available for any clarification needed.
- Tá torthaí thrialacha caighdeánaithe ranganna 1-6 abhaile san áireamh sna tuairiscí scoile dheireadh na bliana.
Results of standardised tests for 1st – 6th classes are included in the end of year school reports.
- Coimeádtar cóip den Tuairisc Scoile i gcomhad an pháiste ar Aladdin'. Bíonn fáil ag thuismitheoirí ar chomhad an pháiste go dtí go sroichfidh an páiste 18 bliain d'aois. Bíonn fáil ag an iar-dhalta ar a chomhad féin ó aois 18-21 bliain. Stróictear na comhaid nuair atá 21 bliain d'aois sroichte ag an iar-dhalta.

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A copy of school reports is kept in the students file on Aladdin. Parents can request this information until the student reaches 18 years of age. Between the ages 18-21 the past pupil can request information from their own file. The student file will be destroyed once the past pupil reaches 21 years of age

- Eagraítear cruinnithe dóibh siúd a fhreastalaíonn ar Oideachas Speisialta le linn na bliana de réir mar is gá.
Meetings with regard to students attending Learning Support are held throughout the year as necessary.
- Sa chás go mbeidh páiste le tosú ar ranganna oideachais speisialta seolfar foirm cheadaithe abhaile le comhlánú ag an tuismitheoir/ caomhnóir. I gcásanna go ndiúltaíonn tuismitheoir cabhair breise ón bhfoireann OS lorgófar é seo i scríbhinn.
Where a child is starting to receive Learning Support a permission form will be sent home to be signed by the parent/guardian. Where a parent refuses SEN support for their child this refusal must be conveyed in writing.
- Sa chás go síleann oide/ oidí go mbeadh breis tacaíocht ag teastáil lasmuigh de réimse acmhainní scoile socrófar cruinniú chun é seo a phlé. (teiripeoir cainte, síceolaí oideachasúil, teiripeoir saothair, CAMHS etc.)
A meeting will be convened in the event that teacher(s) feel that a child may need extra support outside of the school setting, (Speech therapist, educational psychologist, occupational therapist, CAMHS etc.)
- Tá oide Tacaíocht Foghlama, Maighréad Ní Éalaithe, ainmnithe mar theagmhálaí baile /scoile maidir le riachtanais leighis na bpáistí ar scoil
Máighréad ní Éalaithe, is named as our home-school liason person with regards to childrens' medical requirements at school.

Critéir Ratha. *Success Criteria*

Déantar an polasaí a mheas trí:

The success of the policy can be assessed by:

- Cinnteacht go bhfuil na tuairiscí léite agus tugtar deis do na thuismitheoirí soiléiriú a fháil ón mhúinteoir ar aon chuid den tuairisc.
Ensuring that reports are received and provision by the teacher of clarification on any aspect of the report where necessary.

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- Aiseolas a fháil ó na thuismitheoirí/caomhnóirí agus múinteoirí i dtaobh na nósanna tuairiscithe.
The receipt of feedback from parents/guardians and teachers regarding the reporting practises .

Cur i bhfeidhm. *Implementation*

Tá na nósanna go léir atá leagtha síos sa pholasaí seo i bhfeidhm cheana féin.

All of the reporting practices as laid down in this policy are already in operation in the school.

Athbhreithniú. *Review*

Déanfar athbhreithniú ar fheidhmiú na nósanna tuairiscithe le linn na scoilbhliana 2023/24 nó níos luaithe más gá.

The reporting practices in use will be reviewed during the 2023/24 school year or sooner if necessary.

Daingniú. *Ratification*

Ghlac Bord Bainistíochta Scoil Chearbhaill Uí Dhálaigh leis an bpolasaí seo ar an

The policy was ratified by the Board of Management of Scoil Chearbhaill Uí Dhálaigh on _____

Síniú _____
(Cathaoirleach an Bhoird Bhainistíochta)

Síniú _____
(Príomhoide)

Dáta: _____

Dáta: _____