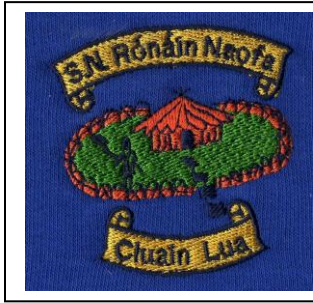


School Meetings Policy



Scoil Naisiúnta Rónáin Naofa Cluain Lua

St. Ronan's N.S., Cloonloo, Boyle, Co. Sligo

Tel: 071 - 9663684

This policy outlines current practice in relation to meetings. It aims to ensure that meetings are effective and use time well, that procedures are widely known and that meetings ultimately improve teaching and learning.

Preparing Agendas

The Principal is responsible for organising and convening staff meetings. A draft agenda will be agreed beforehand. Outside speakers may be invited to address meeting.

Who Attends Meetings?

Permanent teachers, temporary teachers and long-term substitute teachers are entitled to attend. In shared situations, when meetings clash, teacher(s) involved generally attend meetings with base school. If there are any Special Needs Assistants in the school they will be asked to attend for relevant issues.

Conducting Meetings

Meetings should start and finish on time. Mobile phones should be switched off.

Frequency of Meetings

At least once a term or as deemed necessary.

School Development Planning

Attended by all teaching staff, permanent, temporary and long term substitutes.

- SNA's attend where relevant topics are to be discussed.
- ☐Frequency as per DES guidelines.

Meetings of SEN Teams

Co-ordinated by Principal.

- ☐Frequency at least once per term at a time agreed by all.
- ☐Agenda - based on feedback from mainstream teachers, and support teachers, ancillary staff and parents. Is the system we have in place working to best effect?

Parent/Teacher Meetings

In line with terms of circular 14/04 - formal once a year.

- ☐ Parents given a timetable and if it doesn't suit an alternative time will be arranged.
- ☐ Co-ordination of times where there are siblings attending school.
- ☐ Meetings take place in classroom/support room.
- ☐ Guidelines re meetings known by all teaching staff.
- ☐ Follow up meetings may take place if deemed necessary.
- ☐ All pupils receive an end of school year written report.

Informal

We operate from a base of consultation and teamwork. Atmosphere of mutual respect, courtesy and approachability cultured.

To avoid disruption to teaching and learning, meetings should be by appointment, that arrangements can be made.

- Meetings can be one-on-one or team based.

Other Home School Links

We make use of the following to allow maximum feedback from home to school and vice versa.

- ☐ Introductory afternoon for parents/guardians of incoming pupils.
- ☐ Regular newsletters.
- ☐ School Website/homework journals.
- ☐ Evening meetings e.g. information re. sacraments, curricular and extra curricular activities etc.
- ☐ Parents/guardians invited to attend ceremonies and celebrations throughout the year.

Outside agencies

By appointment. All relevant staff attend.

Roles/responsibilities

All members of the school community have a right and a responsibility to use the communication systems in place.

Ratified by Board of Management on 19th October 2011

Signed _____

Chairperson, Board of Management

This policy will be reviewed in May/June 2014 or earlier if deemed necessary.