MOHILL COMMUNITY COLLEGE POLICY ON COMMUNICATION WITH PARENTS/GUARDIANS

Mohill Community College endeavours to work in partnership with parents/guardians in the education of our students. The importance of good communication is acknowledged.

Formal Parent Teacher Contact is facilitated by Parent Teacher meetings. Each Year Group has (at least) one Parent Teacher Meeting per year. The Calendar of meetings is drawn up at the start of the year, and may be published in the School Journal or sent home. Parents/Guardians are given a reminder by text close to the Parent Teacher meeting date.

Christmas, Mock Exam, and Summer Reports offer another formal method of communication with parents/guardians. Reports will include information on academic progress and absences. They may also include comment on behaviour.

If a teacher wishes to contact a parent/guardian in addition to the above, he/she is advised in the first instance to discuss this intention with the Year Head/Deputy Principal/Principal. Parents/guardians may be contacted by telephone. A list of all family contacts is available in the Front Office.

Parents/Guardians may contact the school by telephone (contact details in Journal) or by calling in person to make an appointment.

Texts via VSWare will be used to issue reminders re. meetings – Parent Teacher/Parents' Association/ meetings related to school activities. Texts will be used to inform parents/guardians of weather related (or other) school closures. It may be used to inform parents/guardians of student absences following Roll Call.

In view of the cost of postage, most communication by letter will be sent via students. In order to ensure that such letters are seen, parents/guardians may receive a text to inform them that a letter is en route!

The School Notes in the Leitrim Observer provides a less formal form of communication of school news for the information of all.

The College website is accessible at www.mohillcommunitycollege.ie. It too provides ready access to general information about the College.

Approved by Board of Management: 21/02/12.

Update, replacing 'Webtext' with 'VSWare': 02/04/16.

Revised, and approved by the Board of Management: 4th October 2021