

# **POLICY**

## **HOME SCHOOL COMMUNITY LINKS**

### **Mission Statement**

Sancta Maria College is a voluntary secondary under the trusteeship of CEIST whose core values are inclusive of the Mercy philosophy of education.

We welcome, care for and support all within the school community through the promotion of

- ΠΕΣΠΕΧΤ
- Being just and responsible
- Quality teaching and learning
- An inclusive community
- Long-life learning

We at Sancta Maria College believe that parents, teachers and community are partners in education. Consequently the staff of Sancta Maria College place great emphasis on consultation and on maintaining regular contact with all the partners.

### **Communication with Parents:**

General information about the school is available in the school web site, school policies and distributed in the enrolment documentation.

Regular newsletters are sent home during the year giving up to date information.

Individual student reports are sent home by post three times a year, after school assessments/exams.

Other individual progress reports are sent to parents as the need arises.

There are formal parent teacher meetings concerning each student once a year.

Programme Heads and Class Tutors monitor the progress of students and contact parents as necessary.

Attendance is monitored and parents are contacted by a particular member of staff if required.

Parents learn a lot of school/student activity by checking their child's homework diary.

The Home School Community Liaison Coordinator meets parents and acts as a conduit for information exchange. Parents are welcome to meet the teacher/tutor/year head by appointment when necessary.

Open evenings allow parents and prospective pupils to visit the school, acquire information and meet staff.

Informative evenings are held for parents about issues such as Career Choices, Transition Year Option, Subject Choices, Study Homework Skills and other concerns as the need arises.

Sancta Maria College has a Parents Council for parents who

wish to contribute actively to the life of the school.

Every three years parents of the school nominate two parents to the Board of Management.

Parents are welcome to attend events which take place during the school year, such as the musical, school sports Events, walks, public speaking etc.

Transition Year students and their parents attend the Transition Year graduation in May.

The highlight of the school year for sixth years is the Graduation Mass.

#### Communication with Wider Community:

Information to the wider community is mainly via local press, school website ([www.sanctamaria.ie](http://www.sanctamaria.ie)), facebook, twitter, school app and church newsletters.

The community is represented on the Local Committee and the Board of Management.

#### Communication with School Management:

Parents contact the school Principal in the school. Parents may phone or email at any time and meet the Principal by appointment.

#### Communication with Teaching Staff:

Parents are always welcome to visit the school and meet teachers. Appointments are made through the Secretaries' office office .

Parents may be contacted and contact the Class Tutor or Programme Head concerning any issue. This can be done via phone or/and meeting a staff member by appointment.

### Communication with Board of Management:

If the need arises to contact the Board of Management, this may be done through the Secretary of the board, ie The Principal.

A list of members of the Board is available from the secretary and/or is on the school website.

### **Review procedures**

This code was reviewed and ratified by the Board of Management on 23/10/2017 and will be revised in the light of changing circumstances, if required.