



St. Patrick's Junior School

TENNIS COURT LANE, SKERRIES, CO. DUBLIN.

K34 D799

Principal: Máire Ní Chróinín

Deputy Principal: Lynsey Dungan

Roll Number: 16333Q

RCN: 20118839

School Communication with Separated Parents Policy

Introduction

This policy was drawn up by the staff and approved by the Board of Management in September 2021.

Rationale

This policy has been developed and updated due to the need to provide a framework to ensure clarity and consistent parameters for school communications where guardians of a pupil or pupils in our school are living in separate households and have requested separate communications in relation to school occasions and their child's educational progress. This policy should be read in conjunction with the school's Parent Teacher Communication policy.

Note

Where the word guardian is used in this policy, the meaning is the same as the current legal definition of a guardian in use in Ireland.

Policy Content

Ensure the school has up-to-date contact details:

In all cases it is the sole responsibility of the parent(s) to ensure that the school has an up to date postal address, email address and mobile phone number. All parents are advised to inform the school immediately as soon as any of these change. If parents become aware that they have not received a specific communication it is their responsibility to contact the school and request that it be sent again, confirming all relevant contact details.

In the first instance it is the responsibility of guardians themselves to share information regarding school communications and the educational progress



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of their children. Where no specific request has been made it is assumed that guardians are sharing all relevant information.

Most communications will be sent via email or sms to the address/mobile numbers provided. The school is trialling use of the "Eolas" App and if/when implemented for general use in the school this will be the main method of communication. In this circumstance, all parents will be asked to download the app on enrolment of their child in order to receive communications from the school.

A guardian who requests in writing, on the form at Appendix 1 below, separate communication from the school, will be asked in the first instance to provide documentary evidence of guardianship. Only guardians are entitled to receive such information directly from the school. On receipt of documentary evidence of guardianship, the school will adjust the Databiz Pupil Management system, adding the additional guardian's postal & email addresses and mobile numbers to their child's file and ensuring that both guardians receive all emails and texts issued by the school. The additional guardian will also be added to the class level gmail mailing list. Where requested, a guardian can also receive login details for their child to enable them to see work submitted by the child on Seesaw – the school's online learning platform.

Review

This policy will be reviewed every three years or if (for instance, due to changes in legislation) change to the policy becomes necessary.

Approved by the Board of Management at a meeting on (date): 21/9/2021

Signed: V. Rev. Fr. Melvyn Mullins
Very Rev. Fr. Melvyn Mullins,
Chairperson, Board of Management.

Appendix 1
REQUEST FOR PROVISION OF SEPARATE COMMUNICATION

I wish to receive separate communications in respect of relevant dates in my child's school calendar and relevant information in relation to my child's educational progress.

CONTACT DETAILS:

Child's name:

Child's class & teacher:

Child's date of birth:

Parent's name:

Postal Address:

Email Address:

Mobile Phone number:

Proof of Guardianship included (where relevant):

DATA PRIVACY STATEMENT:

Data requested above is for the sole purpose of identifying the child and to enable the school to communicate separately with the parent/guardian in relation to the child by the methods mentioned in the policy. This form will be stored in your child's file and relevant details given will be stored on the school's Databiz administration software in full compliance with the GDPR and the Data Protection Act 2018. Information given will not be used for any other purpose.