



Gaelscoil na Ríthe,
Domhnach Seachnail, Co. na Mí
www.gaelscoilnarithe.ie

Guthán: 01-8259933 Ríomhphost: gsnarithe@gmail.com



Polasaí i dTaobh Teagmháil Baile-Scoile

Tá an-tábhacht ag baint le teagmháil rialta i bhforbairt agus i gcothú comhoibriú idir an baile agus an scoil. Sa scoil againne, is iad seo a leanas na córais a úsáidtear i dtaobh cumarsáid idir tuismitheoirí agus múinteoirí:

1. **Dialann Scoile:** Déantar teagmháil idir tuismitheoirí agus múinteoirí trí nóta a chur sa Dialann Scoile. Os rud é go n-iarrtar ar thuismitheoirí an Dialann Scoile a shíniú gach oíche agus méid nóiméid don Obair Bhaile a chlárú, is deis é teagmháil a chothú idir baile agus scoil.
2. **Cruinniú Pearsanta Aonair:** Tionóltar a leithéid nuair a chuardaíonn tuismitheoir cruinniú leis an múinteoir nó nuair atá iarrta ar thuismitheoir teacht chun na scoile chun eolas a mhalartú nó ábhair buartha a phlé. Chun réamhullmhúchán éifeachtach a chinntiú is cóir go mbeadh an fhoirm “Iarrtas i leith Cruinniú Tuismitheoir/Múinteoir” comhlíonta ag pé duine atá ag cuartú an chruinnithe, i.e. Tuismitheoir nó Múinteoir. Tá fáil ar an bhfoirm seo ag an scoil nó is féidir í a íoslódáil ó shuíomh idirlín na scoile. Tá rogha ann, freisin, comh-mhúinteoir nó Príomhoide a bheith i láthair ag an gcruinniú seo.
3. **Coinne leis an bPríomhoide:** Is cóir do thuismitheoir teagmháil a dhéanamh le Rúnaí na Scoile ag 01-8259933 más uaidh bualadh leis an bPríomhoide. **Bí/gí cinnte go mbíonn gach ní pléite leis an múinteoir ranga i dtosach báire.** Go hiondúil bíonn an múinteoir ranga i láthair ag an gcruinniú seo.
4. Tionóltar **Cruinnithe Tuistí / Múinteoirí** go hiondúil i rith an chéad téarma. (Deireadh Fómhair/Samhain)
NB: I gcás cruinnithe nó teagmháil ar bith ta sé riachtanach go dtaisfeánfar meas dá chéile – múinteoirí agus tuismitheoirí. Má bhíonn easpa ina leith i gcás cruinnithe is gá deireadh a chur leis an gcruinniú agus cruinniú a thionóil níos deireanaí.
5. Tionóltar cruinnithe i leith ullmhúchán do na sacraimintí – An Fhaoistin, Céad Chomaoineach agus Cóineartú.
6. Tionóltar cruinniú réamh eolais Mí Bealtaine le tuismitheoirí na bpáistí úra Naíonáin Shóisearacha. Tionóltar cruinniú eile Mí Mheán Fómhair, faoi stiúir an Phríomhoide, an Mhúinteora Ranga agus an Chomhorduitheora Tacaíochta Foghlama.
7. Eagraítear cruinnithe idir Thuismitheoirí agus an Fhoireann Tacaíochta Foghlama ar a laghad dhá uair sa bhliain scoile.
8. Scaiptear eolas i scríbhinn i leith laethanta saoire scoile. Cuirtear cóip den fhéilire ar fáil sa Dialann Scoile. Is féidir teacht ar an bhféilire idirghníomhach freisin ag www.gaelscoilnarithe.ie
9. I gcás asláithreachta pháiste de bharr tinnis nó fáth ar bith eile, is gá an múinteoir ranga a chur ar an eolas trí nóta a chur ar an leathanach speisialta ar chúil na Dialainne Scoile agus an páiste ag filleadh ar an scoil. Ná glaoigh ar an scoil...cuidíonn a laghad glaochanna go mór le h-éifeacht na h-oifige! I gcás tréimhse fada asláithreachta, is cóir an múinteoir a chur ar an eolas a luaithe agus is féidir.
10. Más gá do pháiste an scoil a fhágáil luath, is gá nóta dá réir a chur chuig an múinteoir ranga. Iarrtar ar thuismitheoirí/ chaomhnóirí teacht go pearsanta chuig Oifig na Scoile chun an páiste a bhailiú agus a



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shíniú amach. I gcás duine a thagann chun an páiste a bhailiú ar son an tuismitheora/chaomhnóra is gá go mbeadh cead i scríbhinn acu maraon le h-uimhir teagmhála an tuismitheora/chaomhnóra. Iarrtar a chinntiú nach mbailítear páistí i rith tréimhsí sosa i.e. 10.30-10.45 nó 12.20-12.45.

11. De réir gá, cuirfear fógraí chuig tuismitheoirí/caomhnóirí i dtaobh ábhair nó eachtraí scoile. Meabhraigh dod' pháiste nótaí a roinnt leat láithreach nó scrúduigh a m(h)ála Déardaoin. Craoltar Nuachtlitreacha na Scoile ar shuíomh idirlín na scoile beag ná mór gach dara Déardaoin. Féach www.gaelscoilnarithe.ie

Cur Chuige i leith Gearáin

- Ar mhaithe le daltaí uile na scoile tá sé inmholta go mbeadh gaol maith idir an baile agus an scoil. Tá na múinteoirí sásta aon fhadhb a thagann chun cinn a phlé, más ann di ó am go chéile. Le comh-mheas agus deá-mhéin, is féidir réiteach a fháil ar bheag ná mór gach fadhb trí úsáid na Dialainne Scoile nó trí theagmháil gutháin.
- Is cóir do thuismitheoir, ar mhian leis/léi gearán a chur in iúl, bualadh leis an múinteoir ar son réiteach a fháil ar an ngearán.
- I gcás nach dtagtar ar réiteach, is cóir don tuismitheoir/caomhnóir bualadh leis an bPríomhoide agus an Múinteoir Ranga le chéile.
- I gcás nach dtagtar ar réiteach tríd an modh chuige thuas, leantar an cur chuige aontaithe idir foras lucht bainistíochta na scoile, i gcás Gaelscoil na Ríthe - The Catholic Primary School Management Association (CPSMA), agus Cumann Múinteoirí na hÉireann mar a leanas thíos i.e. ó Céim 1, Fo-mhír 3.

Céim 1:

1. Is cóir do thuismitheoir/chaomhnóir, ar mian leis/lé gearán a dhéanamh, muna bhfuil socrúithe áitiúla contráilte i bhfeidhm, dul chuig an múinteoir ranga chun réiteach a fháil ar an bhfadhb.
2. Muna bhfuil an tuismitheoir/caomhnóir in ann an gearán a réiteach leis an múinteoir ranga is cóir dó/di dul chuig an príomhoide ar son teacht ar réiteach.
3. Muna bhfuil réiteach aimsithe ag an bpointe seo is cóir don tuismitheoir/caomhnóir an cas a ardú le cathaoirleach an bhoird bainistíochta len é a réiteach.

Céim 2:

1. Muna bhfuil an gearán réitithe faoin am seo agus gur mian leis an tuismitheoir/gcaomhnóir an cas a chur ar aghaidh, is cóir dó/di gearán i scríbhinn a chur faoi bhráid cathaoirleach an bhoird bainistíochta.
2. Is cóir don cathaoirleach cuntas beacht i leith an ghearáin scríofa a roinnt leis an múinteoir agus tabhairt faoin gcás a réiteach idir na páirtithe taobh istigh de 5 lá ó dháta fála an ghearáin scríofa.

Céim 3:

1. Muna mbíonn an gearán réitithe go neamhfhoirmeálta, is cóir don cathaoirleach, faoi réir cead ginearálta an bhoird agus i gcásanna seachas iad siúd a chinneann go bhfuil gá le cead faoi leith ón mbord:
 - a) cóip den litir gearáin a thabhairt don mhúinteoir; agus
 - b) cruinniú a shocrú leis an múinteoir agus, más infheidhmithe, an príomhoide leis an ngearán a réiteach. Is cóir go dtionólfai an cruinniú sin taobh istigh de 10 lá ó dháta fála an ghearáin scríofa.



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Céim 4:

1. Muna mbíonn an gearán réitithe faoin am sin is cóir don cathaoirleach tuairisc fhoirmeálta a chur os comhair an bhoird taobh istigh de 10 lá ón gcrúinniú a luadh i 3(b).
2. Má mheasann an bord nach bhfuil bunús leis an ngearán is cóir go gcuirfí é sin in iúl don mhúinteoir agus don ghearánach taobh istigh de 3 lá ón gcrúinniú den bhord.
3. Má mheasann an bord go bhfuil bunús leis an ngearán nó go bhfuil gá le tuilleadh fiosrúcháin ina leith leantar leis mar a leanas:
 - a) is cóir go mbeadh sé curtha in iúl don mhúinteoir go bhfuil an fiosrúchán ag bogadh ar aghaidh go dtí an chéad chéim eile;
 - b) is cóir go mbeadh cóip de pé fianaise scríofa atá ann ag tacú leis an ngearán tugtha don mhúinteoir;
 - c) is cóir go n-iarrfaí ar an múinteoir ráiteas scríofa a sholáthar don bhord mar fhreagra i leith an ghearáin;
 - d) is cóir go dtabharfaí deis don mhúinteoir cur i láthair a dhéanamh don bhord i leith a c(h)ás. Bheadh an múinteoir i dteidil duine a thabhairt leis/lé agus go mbeadh cúnaimh á thabhairt ag a c(h)ara ag an gcrúinniú sin;
 - e) seans go neagróidh an bord cruinniú leis an ngearánach má mheasann siad go bhfuil gá leis. Bheadh an gearánach i dteidil duine a thabhairt leis/lé agus go mbeadh cúnaimh á thabhairt ag a c(h)ara ag an gcrúinniú sin; agus
 - f) tionólfar an cruinniú den bhord bainistíochta a luaitear i (e) agus (f) taobh istigh de 10 lá ón gcrúinniú a dhéantar tagairt dó i 3(b)

Céim 5:

1. Agus a gcuid fiosrúcháin déanta ag an mbord, is cóir don chathaoirleach cinneadh an bhoird a chur in iúl i scríbhinn don mhúinteoir agus don ghearánach faoi cúig lá ó chruinniú an bhoird.
2. Beidh cinneadh an bhoird mar deireadh.
3. Déanfar athbhreithniú ar an gcóras gearáin i gceann trí bliana.
4. Is féidir leis an lucht Bainistíochta Bunscoile nó CME tarraingt siar ón aontas seo tar éis dóibh fógra trí mhí i leith a rún chuige.

San aontas seo is ionann 'laethanta' agus laethanta scoile.



Home-School Communication Policy

Frequent communication is of vital importance in developing and nurturing co-operation between home and school. In our school, communication between parents and teachers may take one of the following forms:

1. **Pupil Diary:** Parents and teachers can keep in contact by writing a note in the child's Dialann Scoile/School Diary. As the Diary is to be signed every night, noting time taken for completion of homework etc., this is the ideal way for parents and teachers to keep in contact with each other.
2. **Individual consultation:** This occurs where a parent has asked for an interview with a teacher or has been invited to visit the school to exchange information or to discuss matters of concern. To facilitate effective preparation the "Request for Parent/Teacher Meeting" form should be completed by the person requesting the meeting, i.e. Parent or Teacher. This form is available from the school or can be downloaded from the school website. There is also the option to have another teacher or Principal to sit in on the meeting.
3. **Appointment with Principal:** Parents should contact the Secretary at 01-8259933 if they wish to meet the Principal. ***Please ensure that you have discussed all matters with the class teacher first.*** The Class Teacher will normally also be present at this meeting.
4. **Parent / Teacher Meetings** for pupils are generally held during the first term. (October/November).

NB In the case of all meetings and communications it is imperative that respect is shown to all parties – both teachers and parents. If there is a failure in this regard at meetings, an end should be put to the meeting and a later meeting organised.

5. Meetings are held in connection with preparation for the Sacraments of Reconciliation, Holy Communion and Confirmation.
6. A preparatory information meeting is held in May of each year with parents of the new Junior Infant pupils. A further meeting takes place in September, hosted by the Príomhoide, Infant Class Teacher and Learning Support Co-Ordinator.
7. Meetings between Learning Support Staff and parents are held at least twice a year.
8. Details of school holidays or early school closures are always communicated in writing. A copy of the school calendar is included in the School Diary. An interactive calendar is also available on the school website at www.gaelscoilnarithe.ie
9. In the event of a pupil being absent through illness or for any other reason, the class teacher must be informed by note on the special page at the back of the Diary/ Dialann on the pupil's return to school.



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Please do not phone the school It will make life a little easier in the office if calls are kept to a minimum. If it is anticipated that the absence will be of a lengthy duration, the class teacher should be informed by note as soon as possible.

10. When it is necessary for a pupil to leave school early, a note must be sent to the class teacher. Parents/guardians are asked to call personally to the office to collect and sign out the child. Any person collecting a child on behalf of the parent/guardian should present written authorisation with a telephone contact number. It is requested that children are not collected during break times 10.30-10.45 or 12.20-12.45.
11. As the need arises, parents will receive notices with regard to school matters and events. Encourage your child to deliver notes immediately or check each Thursday to see if there is a note from the school. Newsletters are posted on the school website on Thursdays, usually every second Thursday. See www.gaelscoilnarithe.ie

Complaints Procedure

- It is in the interests of pupils, parents and teachers that good relations should exist between home and school. The teachers are willing to discuss any problems, which may arise from time to time. With mutual respect and goodwill, most problems can be resolved readily through the use of the Diary / Dialann or by a phone call.
- A parent who wishes to make a complaint should meet with the class teacher with a view to resolving the complaint.
- If the matter is not resolved, the parent should meet with the principal & class teacher.
- If the matter has not been resolved in the above manner, the procedure agreed between the school management body, which in the case of Gaelscoil na Ríthe is The Catholic Primary School Management Association (CPSMA), and the Irish National Teachers Organisation is invoked as explained below i.e. from Stage 1, Subsection 3.

Stage 1

1. A parent/guardian who wishes to make a complaint should, unless there are local arrangements to the contrary, approach the class teacher with a view to resolving the complaint.
2. Where the parent/guardian is unable to resolve the complaint with the class teacher s/he should approach the principal with a view to resolving it.
3. If the complaint is still unresolved the parent/guardian should raise the matter with the chairperson of the board of management with a view to resolving it.

Stage 2

1. If the complaint is still unresolved and the parent/guardian wishes to pursue the matter further s/he should lodge the complaint in writing with the chairperson of the board of management.



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2. The chairperson should bring the precise nature of the written complaint to the notice of the teacher and seek to resolve the matter between the parties within five days of receipt of the written complaint.

Stage 3

1. If the complaint is not resolved informally, the chairperson should, subject to the general authorisation of the board and except in those cases where the chairperson deems the particular authorisation of the board to be required:
 - supply the teacher with a copy of the written complaint; and
 - arrange a meeting with the teacher and, where applicable, the principal teacher with a view to resolving the complaint. Such a meeting should take place within 10 days of receipt of the written complaint.

Stage 4

1. If the complaint is still not resolved the chairperson should make a formal report to the board within 10 days of the meeting referred to in 3(b).
2. If the board considers that the complaint is not substantiated the teacher and the complainant should be so informed within three days of the board meeting.
3. If the board considers that the complaint is substantiated or that it warrants further investigation it proceeds as follows:
 - the teacher should be informed that the investigation is proceeding to the next stage
 - the teacher should be supplied with a copy of any written evidence in support of the complaint;
 - the teacher should be requested to supply a written statement to the board in response to the complaint;
 - the teacher should be afforded an opportunity to make a presentation of case to the board. The teacher would be entitled to be accompanied and assisted by a friend at any such meeting;
 - the board may arrange a meeting with the complainant if it considers such to be required. The complainant would be entitled to be accompanied and assisted by a friend at any such meeting; and
 - the meeting of the board of management referred to in (d) and (e) will take place within 10 days of the meeting referred to in 3(b).

Stage 5

1. When the board has completed its investigation, the chairperson should convey the decision of the board in writing to the teacher and the complainant within five days of the meeting of the board.
2. The decision of the board shall be final.
3. The Complaints Procedure shall be reviewed after three years.
4. Primary School Management or INTO may withdraw from this agreement having given the other party three months' notice of intention to do so.

In this agreement 'days' means school days.