



Cork Educate Together Secondary School

Policy and Procedure for Communications

CETSS offers parents the choice of an education based on the inclusive intercultural values of respect for difference and justice and equality for all. In our school, every child will learn in an inclusive, democratic, co-educational setting that is committed to enabling and supporting each child to achieve their full potential while at the same time preparing them to become caring and active members of a culturally diverse society.

Adapted from Educate Together Mission Statement

Staff and management will endeavour to do the following;

- Ensure that all school publications contain information that is current and accurate and available to all who require it
- Encourage staff to monitor learners' progress at various intervals throughout the year, using VSware
- Provide feedback to students and parents on their progress at the school using VSware/Schoology, verbal and written communication where appropriate.
- timetable mock examinations, where feasible, to assess learners' progress
- encouraging staff to participate in the development of new programmes, lessons etc. for delivery
- facilitate subject support, development and exchange of information within the school.
- promote learning support initiatives, materials and any other relevant information via Vsware, staff and student notice-boards, in-service training or any other appropriate means.
- making available a staff handbook to each staff member
- making policies and procedures available on the website and in the main office.
- organising the school management structure in a way that facilitates the dissemination of information pertinent to the needs of the recipients
- provide a resource centre/library to enable staff members access the information they require with the requisite equipment that will support their role.
- provide a resource centre/library to enable students to access the information they require with the requisite equipment that will support their studies.

- ensuring Heads of Department hold regular meetings of their Department for the benefit of staff and students
- circulating and discussing at senior staff and general staff meetings relevant information emanating from a range of external agencies
- Publishing as soon as practicable minutes of such staff meetings to all staff via the staff notice-board/newsletter.
- appointing staff members to communicate information from external agencies to stakeholders, as appropriate
- Liaison with the Student Council on a regular basis
- Liaison with Parents Council on a regular basis
- Provide guidelines on email etiquette for staff, students and parents alike
- Provide guidelines on the 'chain of command', in terms of communication. That is, restricting communication to the correct level at a particular time