



## Communication Policy

Ratified: Mr Michael Gilbert, School Manager

Date: April 2009

### School Communication

General announcements will be posted on the *Events* section of the school website [www.stratfordcollege.ie](http://www.stratfordcollege.ie)

All planned school closures are published in the school calendar. Any change to this will be circulated by post and posted on *Events* section of the school website.

Class outings will be notified in writing to parent(s)/guardian(s) **only** in the advent of meeting places /times being different from normal school arrangements.

Formal communication is arranged so that there is contact from the school at least every two months approximately on the progress of students. This is either written/oral communication as outlined below.

- Subject teacher/Class Tutor will use student journal to communicate homework/class/behavioural difficulties.
- Progress Reports offer formative assessment and will be issued as per the school calendar.
- House Exam Reports offer are an official school transcript of results achieved and include comments as appropriate on individual application and aptitude in subject areas.

Principal: Patricia Gordon    Deputy Principal: Roderick Cody

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- Parent-Teacher meetings are an opportunity to have a brief meeting with all relevant staff.

### Information Meetings

- 1<sup>st</sup> Year Information Nights are held in the spring prior to enrolment and in the September of enrolment.
- 5<sup>th</sup> /6<sup>th</sup> Year Careers Information Night
- 5<sup>th</sup> Year Subject Choice Meeting
- Transition Year Information Night

### Parental Communication

Communication of a general nature i.e. planned absence, lateness, etc. is by letter to the Class Tutor in the student journal.

Request for general feedback on your son/daughter should be made to the Class Tutor. An appointment will be arranged, if possible and your son/daughter's progress will be discussed in general. Such a request may be made through the school office or through the student journal.

Arranging an appointment with the subject teacher/Guidance Counsellor/Learning Support teacher can provide specific information with regard to a specific subject.

Any further, necessary communication should be directed in the first instance to your son/daughter's Class Tutor.

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