



**Rush and Lusk Educate Together
National School**

Rathmore Road
Lusk,
County Dublin
K45 WC62

**Principal: Noel Reilly
Deputy Principal: Helen O'Reilly**



Communications Protocol

Ratified at BOM Meeting on 27th September, 2022.

SignedChairperson of Board of Management

SignedPrincipal

Date.....



All members of the school community are expected to behave in ways that show respect for others. The positive values that underpin this are:
Respect for self and others
Kindness and willingness to help others
Courtesy and good manners
Fairness and forgiveness
Readiness to use respectful ways of resolving difficulties and conflict
(Code of Behaviour – P3)

Communication Procedures for the RaLET community

1. General Communication

Please email the office (office@ralet.ie) for any of the following:

- To request an appointment to speak with a teacher
- Absences (can also use Aladdin Connect)
- Medicine/ Allergy updates
- Late arrival/ early collection of children

2. Whatsapp

Class Whatsapp groups for parents/ guardians

- Very useful for communication (e.g. birthday invitations/ homework).
- Please don't use Whatsapp to post comments about anyone in our school community.
- Be mindful that the information you're sharing can be viewed in a public domain.



3. Communication regarding specific issues

From time to time an issue or incident may arise that you need to discuss with a teacher. The INTO (Irish National Teachers Organisation) has a Complaints Procedure which we follow (full details on our website).

Stage 1

(a) A parent/ guardian **must firstly** discuss their concern with the teacher. The majority of issues can be resolved amicably by directly meeting the teacher. If you are making contact through the school email, please put **F.A.O. Teacher's Name (CONFIDENTIAL)** in the subject heading. It would be preferable to give a general outline of why you are requesting a meeting rather than going into detail in an email.

(b) If unresolved then a parent/ guardian can discuss their concerns with the principal.

(c) If still unresolved, a parent/ guardian can contact the Chairperson of the Board of Management in writing. Please mark your envelope **F.A.O. Chairperson (CONFIDENTIAL)** and hand your letter into our main office.

4. Communication of a personal/ confidential nature

Occasionally issues may arise for families that will impact on their child's education/ wellbeing. For any concerns that are highly confidential contact Noel to request a meeting either by ringing the office (01-8430525) to request an appointment or by emailing raletprincipal@ralet.ie.