



# **SCOIL CARMEL JNS**

## **Communication Guidelines**

[www.scoilcarmeljns.com](http://www.scoilcarmeljns.com)

01 – 4514151



Scoil Carmel Junior National School acknowledges the importance of strong home-school links. Central to this is positive communication that is open and respectful between teachers and parents/guardians. The main channels of communication between teachers and parents/guardians in Scoil Carmel are:

1. Aladdin Connect App
2. ClassDojo
3. Phone Calls

### 1. Aladdin

The Aladdin Connect app. We encourage all parents/ guardians to utilise this app as it is the official school app for communicating between home and school. It is important that we have records of communication on a secure Database for GDPR purposes.

**\* Please see the step-by-step visual at the end of these guidelines which will guide you in using Aladdin for communication.**

#### Aladdin: Parent/ Guardian Role

Parents/ Guardians will use Aladdin to notify your child's teacher of any of the following:

- Changes in family situation/family emergencies
- Medical issues that arise or change
- Safety issues
- Absences/ late arrivals/ early collections
- If a different adult will be collecting your child (under no circumstances will your child be dismissed to a different adult unless we have prior knowledge of that arrangement)
- Concerns centred on your child's learning
- If homework becomes problematic
- To arrange a meeting

#### Aladdin: Teachers Role

Teachers will use Aladdin to notify Parents/ Guardians of any of the following:

- To communicate/address learning or behavioural concerns
- To arrange meetings with parents
- To notify you of minor accidents/ injuries
- To seek consent for going on outings, joining the choir, etc.

### 2. ClassDojo

ClassDojo is the schools' social app and is used by teachers to:

- Show parents/ guardians glimpses of classroom life through photographs



## Scoil Carmel JNS – Home-School Communication Guidelines

- Update you on any news from the class e.g. assemblies, class awards, requests for art junk art materials etc.
- Send reminders about classroom and school events such as class meetings, celebratory days, school outings, general reminders, etc.
- Communicate a homework schedule for the week which will be posted each Monday by all class teachers

### 3. Phone Calls

On occasion, it may be necessary for your child's teacher to speak to you by phone from the school's landline or from a private number. The personal phone numbers of teachers will not be shared.

#### **Please remember:**

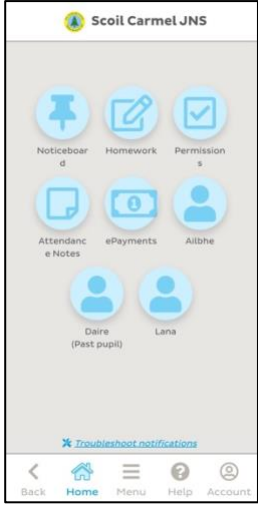

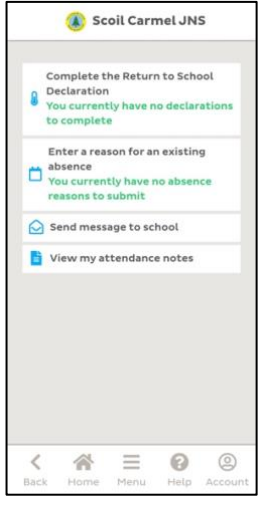

- Your first point of contact to discuss any issues or concerns should always be your child's class teacher
- That communication should not occur in the morning when your child's teacher is collecting the class. They will not be able to give you their full attention at that time. Teachers cannot adequately supervise his/ her class while at the same time speaking to a parent/ guardian. It is also difficult to be discreet when so many people are standing close by.
- If you message a teacher during school hours (9.00 am-2.40 pm) they may not see it until after school finishes
- If your message is urgent, please contact the office via phone so that our school Secretary can pass the message to your child's teacher during the school day
- Communication between home and school should only occur **between 8.30 am and 4.30 pm on weekdays during term time only**
- To be mindful that our classrooms and school are very busy places. It may take a teacher a couple of days to respond to you.
- Teachers can only discuss issues/ concerns with you that relate to you and/ or your child only

**We are all on the same team-your child's support team**

**Ni neart go cur le cheile**



## Communicating Messages Via Aladdin – Step by Step Instructions

	
<p>1. Open the Aladdin app on your phone and then click on <b>“Noticeboard”</b>, the first blue circle in the top left corner of your screen</p>	<p>2. Click on <b>“Contact School”</b> in the top right corner of your screen</p>
	
<p>3. To send an official message to the class teacher e.g. informing them of an absence/ requesting a meeting, etc. please click on option 3 <b>“Send message to school”</b></p>	<p>4. Click on the box next to your child’s teacher’s name, type in your message and then press send</p>