

St. Patrick's Classical School



**School Communication Policy and Protocols For
Parents And Guardians.**

School Mission Statement

St Patrick's Classical School is a Catholic Voluntary Day School for boys of all abilities and backgrounds under the Patronage of the Bishop of Meath. The school was established in 1930 as a secondary school to serve the educational needs of the community of parishes, forming this part of the Diocese. As such it will at all times seek, through opportunities for worship and prayer and its Religious Studies programme, to deepen and enrich the Catholic faith of all its pupils

The school aims to provide, through as wide and as varied a curriculum as possible for the spiritual, intellectual, emotional, social, cultural and moral and physical development of all its students. In particular, the intellectual formation of all its students is pursued as fully as possible in accordance with the individual's level of ability. As partners in this education process, management, staff and parents are conscious of the importance of encouraging the growth of positive behavior and the meaningful understanding of all aspects of living with regard to citizenship, family, work and leisure.

Finally, we believe that all aspects of life of the school should be lived in a spirit of justice and charity and that Christian selflessness should be part of our dealings with one another.

1. Rationale:

The purpose of this policy is to outline the procedures and standards for communication between guardians/parents and the school community. The policy ensures that all communication is clear, timely, respectful, and consistent with the school's ethos and statutory obligations. We believe that good communication is essential to maintain a positive working and learning environment. Creating an atmosphere of mutual respect in a working and learning environment. Creating an atmosphere of mutual respect in a happy, caring and supportive environment means that people feel included, consulted and informed.

2. Purpose

- Communication between school and parents/guardians should promote partnership and mutual respect.
- The school strives to keep parents/guardians informed of students' academic progress, behaviour, and school events.
- Confidentiality will be maintained in all communications in accordance with GDPR and school data protection policies.
- Digital communication will be used appropriately and responsibly, ensuring accessibility and accuracy of information.

3. Communication Channels

3.1. Unique Schools and VSware Digital Platform

- **Primary Platform:** St. Patrick's Classical School uses the Unique Schools and the VSware platforms as the primary digital communication tool for parents and guardians.
- **Functions:** Parents can access attendance records, academic reports, homework updates, timetables, school notices, and fee information.
- **Notifications:** Important messages, reminders, and updates will be sent via the Unique Schools app or via a text message alert system.
- **Parental Responsibilities:** Parents are expected to download and regularly check the Unique Schools app/VSware app. These are the main platforms for parents to learn what is happening in the school daily and for the school to communicate information with parents.
- **Support:** Assistance with login or technical issues is available through the school office office@stpatscs.com or via the Unique Schools support desk (support@uniqueschools.ie)

3.2. Email Communication

- Parents/Guardians may contact the school via the school office email at [office @stpatscs.com](mailto:office@stpatscs.com) and via the school app. Parents/Guardians are requested not to contact a staff member directly using the staff members personal school email account.

- Emails will be answered during school hours (typically 8:30 a.m. – 4:15 p.m., Monday to Friday, during term time) emails will be replied to at the teacher's/staff members earliest convenience.
- Sensitive or serious matters should not be shared or discussed over a phone call to the school office, an email or a school app message. An in person appointment or phone call to the appropriate person should be arranged instead.

(In a school context, *sensitive information* refers to any data that must be protected due to its private, confidential, or legally restricted nature. It may include but not limited to a students/parents/staff personal data ,educational records, behaviour records/incidents, medical conditions/ allergies, mental health notes, or Additional Educational Needs (AEN) documentation.

3.3. Telephone Contact

- The main school office can be contacted for general enquiries or urgent messages.(046-9023772)
- Calls will be directed to relevant staff where appropriate.
- Teachers are generally not available to take calls during class time, messages will be returned at the teachers earliest convenience.

3.4. Parent-Teacher Meetings

- Scheduled annually for each year group.
- Meetings provide an opportunity to discuss a students' academic progress and wellbeing.
- If no parent/guardian is available to attend a Parent Teacher meeting, the subject teacher is not expected to furnish an individual report for the student.
- Details of the Parent Teacher Meetings will be issued via the Unique Schools or text message in advance of the Parent Teacher meeting.
- The Parent Teacher Meetings are scheduled for 4.15 p.m. to 6.45 p.m. Teachers will be available until 6.45 p.m and the meeting will end at 6.45 p.m. sharp.

3.5. Written Communication

- Official letters may be distributed through Unique Schools or sent home with students.
- Permission forms and policy updates will also be available digitally.

3.6. Emergency Communication

- Urgent alerts (e.g., school closures, emergency updates) will be sent via Unique Schools notifications, Text Message, the school website, and social media accounts.
- Parents are advised to ensure their contact details are accurate and up to date with the school.

3.7. Student Journal

- The Journal is a very important link between school and home. Parents are expected to check and sign the Journal weekly noting any remarks placed in the Journal by the Tutor, Subject Teacher or Year Head. A Parent may also contact a teacher through the Journal via the section at the back ‘

4. Social Media and Website

- The school website and verified social media channels will share news, achievements, and event information.
- These channels are not used for individual communication regarding students.

5. Meetings and Appointments

- Parents who wish to meet with a teacher, Year Head, or member of Senior Management should request an appointment through the parent note option in Unique Schools or through the school office (046-9023772) or by email (office@stpatssc.com).
- Appointments will be arranged at mutually suitable times during school hours.

6. Code of Conduct in Communication

- All communication between school staff and parents/guardians must be respectful and professional.
- Abusive, aggressive, or inappropriate communication will not be tolerated and may result in limited contact methods being used.

7. Review and Implementation

This policy will be reviewed every three years by the school management in consultation with staff and parents.

The Board of Management approved and ratified the School Policy on the.

Signed:



Signed:



Fr. Gerry Stuart

Chairperson of Board of Management

Date: 26/1/2026

Mr. Harry Mc Garry

Principal/Secretary to the Board of Management

Date: 26/1/2026

Appendix 1

COMMUNICATIONS PROTOCOLS

Absenteeism/Late/Permission to Leave Early :

If your child is absent, late or needs to leave early from school for any reason you must fill out the **Absentee Form/Late Form /Permission to Leave Form** on the School App.

Academic Matters:

If you have a particular concern for your son in relation to his academic progress or classwork, you should consult with your son's teacher via an email to the school office (Email should only include a request for the teacher to get in touch to discuss an academic matter) or via the student journal. If the matter remains unresolved, you should request a phone call from the School Principal, Mr Mc Garry with your query.

Class Tutors:

Class Tutors are the first point of contact for parents on all pastoral care matters, and can be contacted through the school office or student journal. Please ensure that the message explains that you request a phone call to discuss a pastoral care matter but do not share any details of the concern in the email or app message. Tutors will respond to your query at the earliest possible time by phone when they have had an opportunity to follow up your query. (The Class Tutor meets with their class group every day at Tutor Time. Tutors will escalate any concerns they have to the Year Head and the Guidance Counsellors if necessary. They monitor students' uniform, punctuality and attendance in consultation with the Year Head).

Year Head:

To enable Year Heads to have oversight on all matters, they should be cc'd on any correspondence to *the subject teacher, Class Tutor, Guidance Counsellor and AEN Coordinators*. This way they can assist the relevant departments to deal with your queries and support your son

Guidance Department:

If you are seeking information regarding subject choices or if you would like to request that your son move subject levels, please contact the Guidance Counsellor Ms. Niamh Fallon or Mr. Mark Donnelly. Additionally, if you would like to make a referral for your son to our Guidance Counsellor or School Chaplain for support or counselling please contact the school office email at office@stpatscs.com or via the school app and request a return phone call.

AEN Department:

If you have a query regarding learning support please contact Ms. Claire Brady at the following: set@stpatscs.com

School App Technical Support:

If you require technical support or have trouble with accessing the school app, the quickest way to resolve the issue is through the app's own centralised customer support platform which is monitored from 08:30am to 17:00 Monday to Friday. Please email the following address: support@uniqueschools.ie

Parents Council:

Our school's Parent's Council ensures that our parent's voices are heard and promotes a collaborative relationship between home and school. Our Parent's Council represents parent's views on school policies, student wellbeing, and educational issues. Should you wish to contact a member of our Parents Council please email parentscouncil@stpatscs.com.

