



Bray School Project National School (BSP) Communications Policy

Introductory Statement:

This policy outlines the structures and processes in place for effective communication within the Bray School Project NS community. It is designed to ensure clear, respectful, and compassionate communication between staff, parents, and the wider school community. For additional information on specific procedures, please refer to the Parental Complaints Procedure and the Acceptable Usage Policy.

As a founding member of Educate Together, Bray School Project National School values strong community involvement and engagement. We aim to foster a warm, inclusive, and respectful educational environment where each child is unique and valued. Our community works together to ensure a peaceful and safe atmosphere conducive to teaching and learning, nurturing each person's potential and aspiring to excellence.

Rationale:

In line with the principles of equality-based education, BSP is democratically run, with an elected Board of Management (BOM) and a highly engaged Parent Guardian Association (PGA). Parental involvement is a key feature, and this partnership contributes to the school's positive and inclusive environment.

Clear and compassionate communication is essential for maintaining a supportive, informed, and respectful community. This policy sets out to promote sound communication structures across all areas of school life.

Aims:

The Bray School Project community aspires to engage in empathetic, compassionate communication. All members are expected to communicate with openness, appreciation for diversity, and without blame or criticism.

This policy promotes effective communication in the following areas:

- Communication between staff members
- Communication between staff and parents/guardians
- Communication between parents/guardians and staff
- Communication between parents/guardians



Communication involving the wider school community, including the PGA and BOM

1. Communication Between Staff:

Staff members are encouraged to communicate empathetically and collaboratively. The school has adopted Working Together – Procedures and Policies for Positive Staff Relations (available from the school office or the Irish National Teachers' Organisation website).

Key channels include:

- **Aladdin** – Daily updates on staffing and school related events.
- **Staff Meetings:** Regular meetings to share updates, discuss school matters, and promote best practices.
- **Whiteboard & Calendar:** Updates are posted on the staffroom whiteboard and shared through the school Calendar (Outlook).
- **Email:** Information, CPD and updates are shared via school email.
- **Emergency Communication:** The Principal will inform staff of urgent matters such as school closures via Aladdin and Whatsapp.
- **Regular Team Meetings:** Class Teachers, Special Education Teachers (SETs), and Special Needs Assistants (SNAs) meet to plan support for children.
- For more information on internal staff communication protocols, staff members can refer to Working Together – Procedures and Policies for Positive Staff Relations.

2. Communication from Staff to Parents/Guardians:

Effective and transparent communication between staff and parents/guardians ensures everyone is informed about school activities, events, and their child's progress.

Key methods include:

- **New Parents/Guardians:** A welcome “ABC” documents is provided to all new families.
- **Aladdin App:** The Aladdin App is a key source for communication and access to information for parents/ guardians - we strongly encourage all parents/ guardians to download the app for important notifications, calendar updates, and emergency communications.
- **Class Information Meetings:** Held in September to introduce the class team and provide an overview of the year.
- **Parent-Teacher Meetings:** Scheduled annually, with additional meetings arranged as needed.
- **Home-School Communication:** Updates on pupil progress may be shared via email, by telephone or in person.
- **End-of-Year Reports:** Progress reports are made available to parents/guardians through the Aladdin App.



- **School Website:** At the time of writing this policy, the website was under review. It is intended the website will continue to be used for regular updates on school activities, calendar updates and access to policies.
- **Social Media:** The school has recently set up a school Instagram account for sharing updates and school activities.
- **Newsletter:** At the time of writing, the Student Council share a termly newsletter, The BSP Voice, including a section for the student Green School Council and a Principal's report.

3. Communication from Parents/Guardians to Staff:

Parents/guardians are encouraged to communicate respectfully and empathetically with staff.

Channels include:

Email via the Office: Parents can email the office (office@brayschoolproject.ie), and messages will be forwarded to the appropriate staff member.

Attendance and Early Departures: Absence notifications should be entered into Aladdin, and early departures should be arranged through the office.

If issues arise, parents are advised to follow a three-step process:

Class Teacher: Initial concerns should be discussed with the class teacher.

Principal: If unresolved, parents may arrange a meeting with the Principal.

Board of Management: If the issue persists, the parent may write to the BOM Chairperson.

For more detailed steps on addressing concerns, parents can refer to the Parental Complaints Procedure on the school website (or a hard copy can be requested from the school office).

4. Communication Between Parents/Guardians:

Parents/guardians are encouraged to foster a sense of community by connecting with each other, whether through informal gatherings at drop-off and pick-up times or PGA-organised events.

5. Communication within the Wider School Community (PGA, BOM and Executive Committee):

The PGA, BOM and Executive Committee play an integral role in school communication.

Parent Guardian Association (PGA): The PGA communicates with parents through email, WhatsApp groups, meetings, and Aladdin. The PGA is responsible for organising events and building a sense of community. It is not responsible for passing messages on behalf of parents.

Board of Management (BOM): A summary of BOM meetings will be shared with the school community. Any communications to the BOM should follow the appropriate procedures, including the Parental Complaints Procedure if relevant.

Executive Committee:



BRAY SCHOOL PROJECT NATIONAL SCHOOL
KILLARNEY ROAD, BRAY, CO. WICKLOW

Email: office@brayschoolproject.ie
PRINCIPAL – ALAN BEDFORD
PHONE: 01 2864242

Bray School Project National School has its own independent patron body*. The patron is the body that establishes and operates the school. The patron appoints the Board of Management of the school. The patron is responsible for the school's characteristic spirit and ethos. The responsibilities are set out in law under the 1998 Education Act. Updates from the Executive Committee are generally given at the Executive Committee AGM.


** The Executive Committee are currently exploring the possibility of fully transferring patronage to Educate Together.*

Roles and Responsibilities:

All members of the school community share the responsibility for implementing this policy. Ongoing evaluation will take place through feedback, with amendments as needed.

Implementation Date:

This policy was ratified by the Board of Management in December 2024 and is due for review by December 2025.

Signed: 
Chairperson, Board of Management

Date: 18/12/24

Signed: 

Date: 18/12/24

Alan Bedford, Principal