

Polasaí Cumarsáide Ghaelcholáiste Phort Láirge

Bhí baint ag múinteoirí, tuismitheoirí, scoláirí agus an Bord Bainistíochta i gcur le chéile an pholasaí seo. Tá baint ag an bPolasaí seo le polasaíthe eile na scoile ar nós: Cód Iompair an Ghaelcholáiste, Polasaí Turais Scoile, Polasaí Titim Amach Tubaisteach.

Feidhmíonn an Polasaí de réir rialacha leagtha amach ag an mbord rialaithe JMB agus de réir sainspioraid an Ghaelcholáiste; a deir " Scoil lán-Ghaeilge í Gaelcholáiste Phort Láirge (GCPL) a fheidhmíonn mar mheitheal oibre ina bhfuil sé de dhulgas ar an bPríomhoide, ar an bhfoireann bainistíochta, agus ar gach múinteoir éiteas táirgiúil, tairbheach agus taitneamhach a chruthú. Iarrtar ar phobal na scoile (scoláirí, tuismitheoirí agus foireann iomlán) an t-éiteas seo a thabhairt chucu féin agus í a fhorbairt i ngach bealach".

Spreagann Bord Bainistíochta agus Foireann Gaelcholáiste Phort Láirge dlúthnaisc le Tuismitheoirí / Caomhnóirí agus leis an bpobal. Creidimid go mbaineann na scoláirí an tairbhe is fearr as nuair a bhíonn caidreamh dearfach idir an baile agus an scoil.

Dualgas Tuismitheoirí / Caomhnóirí ag Soláthar Sonraí Teagmhála agus Eolas Tábhachtach eile

Caithfidh tuismitheoirí na sonraí seo a leanas a thabhairt don scoil: seoladh baile, seoladh ríomhphoist agus uimhreacha teileafóin ábhartha agus uimhreacha "éigeandála" eile agus eolas faoi aon fhadhb sláinte ag a bpáiste. Ní folair do thuismitheoirí an scoil a chur ar an eolas faoi aon athrú a d'fhéadfadh teacht ar na sonraí seo.

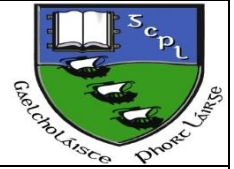
Modhanna Cumarsáide idir an Scoil agus Tuismitheoirí

Úsáidtear na slí anseo thíos mar mhodhanna cumarsáide idir an scoil agus tuismitheoirí/caomhnóirí:

1. Oifig na Scoile

Bíonn rúnaí san oifig óna 8.00 gach maidin go dtí 5.00 tráthnóna (1.30 i.n. Dé h Aoine) agus bíonn teacht ar an bpríomhoide óna 8.00 r.n. go dtí 5.00 i.n. ag uimhir fón póca a thugtar amach ag tús gach scoil bhliana; má bhíonn gá práinneach comhrá a dhéanamh faoi chás. Más gá do scoláire an scoil a fhágaint i rith an lae is gá do thuismitheoirí nóta mínithe a chur chuig an bPríomhoide roimh ré. Caithfidh an scoláire síniú amach

Communication Policy



Teachers, Parents, Students and the Board of Management were all involved in the formation of this policy. This policy is linked with other policies in this school such as: Code of Behaviour, School Tour Policy, Critical Incident Policy. The Policy works in conjunction with the rules laid out by the JMB governing board and in keeping with the defining spirit of the Gaelcholáiste that states "Gaelcholáiste Phort Láirge (GCPL) is an All- Irish school that functions as a work unit where it is the responsibility of the Principal, management staff and all teachers to create a happy and productive environment. The school community (students, parents and the entire staff) is asked to develop this ethos in every way".

The Board of Management and Staff of Gaelcholáiste Phort Láirge encourage close links with Parents/Guardians and the community. We believe that students benefit best when the relationship between home and school is a positive one.

Duty of Parents/ Guardians Providing Contact Details and other Important Information

Parents must provide their following contact details to the school: home address, email address and relevant telephone numbers and alternative "emergency" numbers and details of any health issues that their child may have. Parents must notify the school of any changes that may occur to these details.

Communication Methods between the School and Parents

The following ways are used as methods of communication between the school and parents/guardians:

1. School Office

There is a receptionist in the office from 8.00 a.m. until 5.00 pm. (1.30 p.m. on Fridays). The Principal can be contacted on a mobile number, from 8.00 a.m. to 5.00 p.m., if there is an urgent need to discuss an issue. If a student must leave school during school time, parents must in advance provide a

as an scoil, ag Oifig an Rúnaí , agus síniú isteach arís má fhilleann sé/sí roimh dheireadh an lae.

2. Córas Téacs Teachtaireachta, Ríomhphoist & Teileafón

- Tá córas téacs teachtaireachta agus ríomhphoist i bhfeidhm sa scoil ag cur tuismitheoirí ar an eolas faoi imeachtaí ag tarlú sa scoil nó a bhaineann le pobal na scoile.
- Cuirtear téacs abhaile 4 lá roimh ré sa chás go bhfaigheann scoláire coimeád istigh agus le tuismitheoirí a chur ar an eolas má chuirtear a p(h)áiste ar Chárta Monatóireachta Bán/ Buí/ Dearg.
- Iarrtar ar thuismitheoirí a chur in iúl don oifig ar maidin, roimh 10.00 má bhíonn a p(h)áiste as láthair. Cuireann an oifig téacs abhaile muna bhfaightear an scéal sin óna tuismitheoirí.
- Féadfaidh múinteoir glao a chur ar thuismitheoir le dul chun cinn a scoláire a phlé má bhíonn cúis réasúnta ag an múinteoir chuige. Ní foláir don mhúinteoir an cás a phlé leis an bpríomhoide roimh ré. Cuirtear na glaonna seo roimh 5.00 i.n.
- Is tríd an oifig amháin a dhéanann aon scoláire aon teagmháil le tuismitheoirí nó le héinne eile le linn am scoile.
- Tugtar seoladh pearsanta ríomhphoist scoile do gach scoláire cláraithe sa scoil gur féidir leo a úsáid le cumarsáid a dhéanamh faoi obair scoile le múinteoirí, tríd seoltaí ríomhphoist scoile na múinteoirí.

3. Dialann Scoile Scoláirí

Is féidir le múinteoir agus tuismitheoir nóta a chur sa dialann dá chéile ag plé dul chun cinn an scoláire. Iarrtar ar thuismitheoirí an scoil a chur ar an eolas i scríbhinn, ag úsáid Dialann an Scoláire, faoin gcúis le gach neamhláithreacht nó teacht déanach chun scoile a bpáistí. Ba chóir fógra den sórt sin a sholáthar roimh an neamhláithreacht más féidir nó ina dhiaidh sin, mar dara rogha.

Ba chóir go gcuirfeadh tuismitheoir nóta mínithe i nDialann a pháiste nuair nach mbíonn obair bhaile déanta nó gan éide scoile cuí á chaitheamh le go dtaispeánfaidh an scoláire é don mhúinteoir(i) ábhartha.

written explanation to the Principal . The student must sign out, at the Secretary's Office and sign in again if (s)he returns to the school before the end of the day.

2. Text Messaging Service and Telephone.

- *There is a text messaging service in place in the school that informs parents of activities and events happening in school or connected with the school community .*
- *A text is sent home to notify parents 4 days in advance where a student obtains detention and to inform parents if their child is being placed on a White/Yellow /Red Monitoring Card.*
- *All parents are asked to inform the school before 10.00 a.m. if their child is absent. The school will send a text home if they are not informed of the child's absence.*
- *A teacher may phone a parent to discuss a student's progress once the teacher has reasonable reason for doing so. The teacher should discuss this with the Principal beforehand. These calls will be made before 5.00 p.m.*
- *Any contact by any student with parents or others during school time must be done through the school office.*
- *Each student registered in the school is given a personal school e mail which they may use to communicate with the teachers regarding school work, through the teachers' school e mail addresses.*

3. Students' School Diary

Teachers and parents may use the diary to discuss a student's progress. Parents are asked to use the Student Diary, to give a written reason explaining all absences or late comings of their child from school. Such notice should be provided prior to the absence if possible or otherwise immediately afterwards.

Any explanatory note for homework not being completed or appropriate uniform not being worn should be written by a parent in the Student Diary, to be shown by the student to the relevant teacher(s) .

4. Córas Riaracháin na Scoile/ VsWare

Tugtar pasfhocal íogair do gach tuismitheoir le rochtain a dhéanamh ar chóras VSware na scoile gur féidir leo an t-eolas seo a leanas a bhaineann le dul chun cinn a p(h)áiste ar scoil a fháil ann: torthaí scrúduithe téarma, tuairiscí ar dhul chun cinn agus iompar, taifid ar thinreamh agus poncúlacht, pointí bronnta. Gaeilge a úsáidtear ag tuairisciú na nithe seo ach sa chás go lorgaíonn tuismitheoir(i) leagan Béarla aistrítear dóibh iad.

5. Cárta Monatóireachta

Má chuirtear dalta ar chárta Bán/Buí/Dearg cuirtear na tuismitheoirí ar an eolas faoi agus iarrtar orthu an scéal a phlé lena p(h)áiste agus an cárta a shíniú gach oíche agus caithfidh an scoláire é a thabhairt ar ais ar scoil an mhaidin dar gcionn.

Iarrtar ar thuismitheoirí teacht isteach chun dul chun cinn aa p(h)áiste a phlé sa chás go gcuirtear dalta ar chárta dearg.

6. Tuairiscí Scoile

Cuirtear tuairisc torthaí scrúduithe tí abhaile do gach scoláire dhá uair sa bhliain; le ráitis múinteoirí ar dhul chun cinn agus le tuairisc tinrimh agus poncúlachta san áireamh.

7. Suíomh Idirlín

Cuirtear eolas ábhartha scoile, imeachtaí atá le teacht, féilire scoile, grianghraif imeachtaí scoile, srl. ar fáil ar shuíomh gréasáin na scoile www.gcpl.ie do thuismitheoir, do scoláirí agus don phobal i gcoitinne. Déantar nuashonrú ar an suíomh ar bhonn rialta.

8. Litir/ Nuachtlitir

- Cuirtear litir nó nuachtlitir chuig na tuismitheoirí ar a laghad uair sa téarma le heolas tábhachtach faoi imeachtaí agus saol na scoile.
- Cuirtear litir eolais abhaile nuair a bhíonn turas scoile ar siúl agus foirm shláinte le comhlánú ag tuismitheoirí dá pháiste nuair a bhíonn turas scoile thar oíche ar siúl.
- Cuirtear litir mínithe abhaile chuig thuismitheoirí agus lorgaítear cead uathu nuair a bhíonn na múinteoirí OSPS ag dul i mbun an chláir Oideachas Caidrimh & Gnéasachta leis an rang agus sa chás go mbíonn seirbhísí breise á thairiscint dá p(h)áiste ar nós: Comhairleoireacht , Ranganna Tacaíochta.

4. *School's Administration System/Vsware*

Each parent is given a sensitive password to access the school's VSware system where they can access the following information relating to their child's progress at school : term examination results, progress and behavioural reports, attendance and punctuality records , points awarded. These matters are reported through the medium of Irish, however if parent (s) request an English translation it will be provided.

5. *Monitoring Card*

If a student is put on a white/ Yellow / Red/ Card, parents are informed and asked to discuss the matter with their child and to sign the card every night and the student must bring it back to school the following day. Parents are asked to come to the school to discuss their child's progress in the case where a child has been put on a red card.

6. *School Report*

A school report with in house exam results, teacher progress statements and a record of attendance and punctuality will be sent home twice in the school year for each student.

7. *Website*

Relevant school information, upcoming events, school calendar, photos of school events, etc. are posted on the school website www.gcpl.ie to be viewed by parents, students and the general public. This site is updated on a regular basis.

8. *Letter /Newsletter*

- *A letter or newsletter is sent home at least once per term with important information about activities and school life.*
- *A letter is sent home for the parents to sign when there is a school tour.*
- *An explanation letter is sent home and permission sought when the SPHE teachers deliver the Relationship and Sexuality Education programme to the class and in the case where any child is in receipt of extra services such as: Counselling , Support Classes*

9. Ceistneoirí Féinmheastóireacht Scoile

Iarrtar ar thuismitheoirí agus scoláirí ceistneoirí meastóireachta a chomhlánú go rialta faoi gnéithe éagsúla de shaol na scoile ionas a dtuairimí a fháil i dtreo forbairt na scoile a chur chun cinn.

10. Clár Fógraí

Tá clár fógraí i gclós na scoile le heolas ar imeachtaí reatha agus ar a gcuirtear fógraí ginearálta na scoile le teacht ag na thuismitheoirí air.

11. Coiste na dTuismitheoirí & Comhairle na Scoláirí

- Feidhmíonn an dá ghrúpa seo mar cheangal cumarsáide idir bainistíocht na scoile agus an pobal tuismitheoirí/ scoláirí.
- Cuirtear a n'ainmneacha ar fáil do phobal na scoile ag tús na scoilbhliana; ar shuíomh idirlín na scoile, i nuachtlitr agus ar taispeáint ar chlár fógraí na scoile.
- Bíonn cruinniú uair sa mhí ag Coiste na dTuistí de ghnáth agus bíonn cruinnithe rialta ag Comhairle na Scoláirí.
- Cuirtear tuairisc comhaontaithe de na cruinnithe Boird Bhainistíochta faoi bhráid an dá ghrúpa seo ionas pobal na scoile a choimeád ar an eolas faoi imeachtaí ábhartha na scoile.
- Pléitear agus lorgaítear tuairimí agus smaointe maidir le forbairtí scoile agus nithe eile a bhaineann le dul chun cinn na scoile ag na cruinnithe seo. Féadfaidh cruinnithe a bheith ann idir bainistíocht na scoile agus baill de Choiste na dTuismitheoirí agus baill de Chomhairle na Scoláirí le forbairtí ábhartha na scoile a phlé.

12. Cruinnithe Oidí/ Tuistí Uile Ranga - Bíonn cruinniú oidí/ tuistí do gach rang uair sa bhliain. Pléann gach múinteoir dul chun cinn an scoláire san ábhar sin leis na thuismitheoirí. Iarrtar ar dhaltáí Bliain 2, 3, 4, 5 agus 6 teacht i dteannta a dtuismitheoirí chuig an gcrúinniú seo.

13. Cruinniú a lorg leis an bPríomhoide, Leas Phríomhoide, Ceann Bliana, Oide Ranga, Múinteoir Ábhair

- Fáiltíonn an Ghaelcholáiste roimh thuismitheoirí a theacht chun na scoile chun aon cheist/ fadhb a phlé le haon bhall foirne ach coinne a dhéanamh roimh ré tríd an oifig.

9. School Evaluation Questionnaires

Parents and students are often asked to complete school evaluation questionnaires about various aspects of the school in order to seek their opinions so as to promote the development of the school.

10. School Notice Board

A public notice board in the school yard displays notices and general information regarding current school events that parents can view.

11. Parents Committee and Student Council:

- *These two groups function as a communication link between the management of the school and the parents /student community.*
- *Their names are made available at the start of the year on the school website, newsletter and notice boards in the school.*
- *The Parents Committee normally have a meeting once a month and the Students' Council have regular meetings.*
- *An agreed report of the Board of Management meetings is provided to the two groups to keep them updated on relevant school matters.*
- *School developments and other matters pertaining to the school's progress are discussed and opinions and ideas are sought at these meetings. Meetings may occur between school management and members of the Parents' Committee and Students' Council to discuss relevant aspects of school development.*

12. Whole Class Parent/ Teacher Meetings -

Parent / Teacher meetings for all classes are held once a year. Every teacher discusses with the parents the progress of their child in their subject – Students from 2nd, 3rd 4th 5th and 6th are asked to accompany their parents at these meetings.

13. Seeking a meeting with the Principal, Deputy Principal, Year Head, Class Tutor, Subject Teacher

- Gaelcholáiste Phort Láirge welcomes all parents to come to the school to discuss any concerns / questions with any member of the staff by making a prior appointment through

Ní chuirfear an socrú roimh ré seo i bhfeidhm i gcás éigeandála. Is éard is éigeandáil ann ná cas a chruthaíonn riosca láithreach don tsláinte, don bheatha, do mhaoin nó don timpeallacht.

- Ba chóir glao gutháin a chur chuig rúnaí na scoile. Ba chóir ainm agus uimhir theagmhála a fhágáil leis an rúnaí agus sonraí a thabhairt faoin gcúis gur iarradh cruinniú. Freagróidh an duine atá i gceist ansin a luaithe is féidir.
- **Más scéal íogair nó príobháideach atá le plé ba chóir é a chur ar aghaidh chuig an bPríomhoide ar an gcéad dul síos.**
- **Más mian le Tuismitheoir / Caomhnóir go mbeadh ball teaghlach / cara i láthair ag cruinniú ní mór dóibh an Príomhoide a chur ar an eolas roimh ré.**

- Sa chás go dtagann tuismitheoir chuig an bPríomhoide, Leas Phríomhoide nó aon bhall foirne eile ag cur in iúl go bhfuil fadhb ag a p(h)áiste le múinteoir eile míneofar dó/dí gur gá an scéal a phlé leis an múinteoir sin ar dtús, mar atá léirithe i bPróiseas Gearáin na Scoile. I gcás mar seo leanfaidh an Gaelcholáiste na céimeanna cumarsáide seo a leanas ionas teacht ar réiteach ar an scéal:
 - I. Rachaidh tuismitheoir(i) chun cainte leis an múinteoir tríd teagmháil a dhéanamh roimh ré leis an oifig.
 - II. Cuirfidh an múinteoir an príomhoide ar an eolas go bhfuil an cruinniú seo ag tarlú.
 - III. Pléifidh an múinteoir agus tuismitheoir(i) an scéal ionas teacht ar réiteach. D'fhéadfaí iarraidh ar pháiste an tuismitheora teacht chun an chruinnithe seo freisin.
 - IV. Déanfaidh an múinteoir teagmháil leis an dtuismitheoir laistigh de choicís i ndiaidh an chruinnithe seo, le dul chun cinn a phlé. Déanfaidh an dá pháirtí plé agus réiteach faoin dteagmháil seo ag an chéad chruinniú.
 - V. Cuirfidh an múinteoir an príomhoide ar an eolas faoin gcás agus coimeádtar é/í ar an eolas faoi aon fhorbairtí a tharlaíonn.
 - VI. Muna bhfuil an tuismitheoir nó múinteoir sásta le dul chun cinn an chruinnithe d'fhéadfaí iarraidh ar an bpríomhoide teacht isteach ann ionas teacht ar réiteach.

the office.

In the event of an emergency this prior arrangement does not apply. An emergency is a situation that poses an immediate risk to health, life, property or environment.

- *A phone call should be made to the school secretary. Name and contact number should be left with the secretary and details of the reason for requesting a meeting. The person in question will then respond at their earliest convenience.*
- ***If the matter is of a sensitive or private nature it should be referred to the Principal in the first instance.***
- ***Should a Parent/Guardian wish for a family member/friend to attend a meeting they must inform the Principal beforehand.***

- *In the case that a parent comes to the Principal, Deputy Principal or any other member of staff regarding their child having a difficulty with another teacher it will be explained to them that they have to discuss the matter with the teacher first, as defined in The School's Complaints Procedure. In such an instance, the Gaelcholáiste will follow the following communication steps in order to rectify the situation:*
 - I. The Parent(s) will talk to the teacher first by arranging an appointment through the office.*
 - II. The teacher will inform the Principal of this meeting and when it will take place.*
 - III. The teacher and the parent(s) will discuss the situation in order to reach a solution. The pupil in question may also be asked to attend this meeting.*
 - IV. The teacher will contact the parent within a fortnight after this meeting to discuss progress made. The two parties will discuss and agree on this communication at the initial meeting.*
 - V. The teacher will inform the Principal of any and all developments at the meeting and any developments afterwards.*
 - VI. Should the teacher or the parent(s) be unhappy with the progress of the meeting they may call the Principal to attend in order*

- VII.** Muna dtagann feabhas ar an scéal laistigh de teorainn ama réasúnta, (idir 2 go 4 seachtainí) moltar ansin don tuismitheoir teacht chuig an bPríomhoide chun an scéal a phlé. Tugtar cuireadh don mhúinteoir teacht chuig an gcruinniú seo ionas go mbeidh deis ag an dá pháirtí an scéal a phlé, le súil teacht ar réiteach.
- VIII.** Má bhraitheann an tuismitheoir nach bhfuil an scéal réitithe fós ag an bpointe seo is féidir leis an tuismitheoir an Próiseas Gearáin mar atá leagtha amach ag an JMB, a leanúint as seo ar aghaidh, ionas teacht ar réiteach. Cuirfidh an príomhoide na tuismitheoirí ar an eolas faoin b*Próiseas Gearáin* seo. Cuirtear in iúl don tuismitheoir gur féidir teacht ar an bpolasaí seo ar shuíomh idirlín na scoile agus ón scoil féin má iarrtar é.

Prótacail chun déileáil le Tuismitheoirí / Caomhnóirí ionsaitheacha, maslach nó foréigneacha sa scoil.

Tá an chuid seo den pholasaí bunaithe ar litir chiorcláin M18 / 99 - Treoirínite ar Fhoréigean i Scoileanna. Aithníonn an scoil go bhfuil formhór mór na dTuismitheoirí / Caomhnóirí, cúramóirí agus daoine eile a thugann cuairt ar an scoil tacúil don scoil. Mar sin féin, uaireanta, is féidir le Tuismitheoir/Caomhnóir dearcadh diúltach a bheith aige/aici i leith na scoile agus uaireanta is féidir leis seo a bheith léirithe trí fhorrántacht, imeaglú, ionsaí briathartha agus nó fisiciúil déanta in aghaidh foireann na scoile. Ní foláir go mbeadh aon chumarsáid a tharlaíonn riamh sa scoil idir tuismitheoirí agus scoláirí cúirtéiseach agus ómósach.

Tá an scoil ag súil go n-iompróidh an fhoireann féin go gairmiúil sna cásanna deacra seo agus go ndéanfaidh siad iarracht an cás a chealú nuair is féidir, ag iarraidh rannpháirtíochta mar is cuí ó chomhghleacaithe eile. Mar sin féin, tá sé de cheart ag gach ball foirne oibriú gan eagla roimh fhoréigean agus roimh dhroch íde. Bíonn an scoil ag súil go niompróidh Tuismitheoirí / Caomhnóirí agus cuairteoirí eile iad féin ar bhealach réasúnta i dtreo fhoireann na scoile. Leagtar amach sa bheartas seo na céimeanna a ghlacfar nuair nach féidir glacadh le hiompar Tuismitheoirí / Caomhnóirí.

to resolve any difficulty.

- VII.** *If satisfactory progress is not achieved within 2 to 4 weeks the parent(s) are then advised to contact the Principal to discuss the situation. The Teacher will also be asked to attend this meeting so that both parties have a chance to discuss the situation in order to resolve the matter.*
- VIII.** *If the Parent(s) is still unhappy at this point the parent can follow the Complaints Procedure, as laid out by the JMB, to come to a resolution. The Principal shall inform the parent(s) about the Complaints Procedure. The Parent(s) will also be informed that this policy is available on the school website and it can be got from the school office if requested.*

Protocols for dealing with aggressive , abusive or violent Parents/Guardians to the school.

This section of the policy is informed by circular letter M18/99 – Guidelines on Violence in Schools. The school recognises that the vast majority of Parents/Guardians, carers and others visiting the school are supportive of the school. However, on occasion, a Parent/Guardian can have a negative attitude towards the school and sometimes, this can result in aggression, intimidation, verbal and or physical abuse towards school staff. Invariably, any communication between parents and students in the school is expected to be conducted in a courteous, respectful manner.

The school expects its staff to behave professionally in these difficult situations and attempt to diffuse the situation where possible, seeking the involvement as appropriate of other colleagues. However, all staff members have the right to work without fear of violence and abuse. The school expects Parents/Guardians and other visitors to behave in a reasonable way towards school staff. This policy outlines the steps that will be taken where Parents/Guardians’ behaviour is unacceptable.

Cineálacha iompair a mheastar a bheith tromchúiseach agus do-ghlactha agus nach nglactar leo:

Ní liosta uileghabhálach é seo ach is iarracht é léiriú a thabhairt ar chineálacha iompar do-ghlactha :

- I. Scaipeadh biadán mailíseach faoi bhall foirne
- II. Scríobh tuairimí maslacha faoi bhall foirne ar pháipéar nó ar líne
- III. Ag dul faoi bhráid duine de fhoireann na scoile lasmuigh de uaireanta scoile chun plé a dhéanamh faoi ábhar a bhaineann leis an scoil.
- IV. Ag screadaíl le ball foirne nó ag tabhairt droch íde do bhall foirne go pearsanta nó ar an teileafón
- V. Imeaglú fisiciúil á dhéanamh ar bhall foirne, m.sh. ina sheasamh an-ghar dó/dí
- VI. Ag eascainí ar bhall foirne
- VII. Bagairt a dhéanamh ar bhall foirne
- VIII. Gothaí lámh ionsaitheach a úsáid
- IX. Ionsaí fisiciúil
- X. Ráitis ciníocha, gnéis nó pearsanta a dhéanamh
- XI. Nósanna imeachta slándála na scoile a bhriseadh.

Mar thoradh ar iompar do-ghlactha d'fhéadfadh go gcuirfí na Gardaí ar an eolas faoin eachtra.

Nósanna imeachta curtha i bhFeidhm chun déileáil le hiompar ionsaitheach, foréigneach nó bagrach ar shuíomh na scoile nó ag imeacht a bhaineann leis an scoil:

Nuair a iompraíonn Tuismitheoir / Caomhnóir nó ball den phobal ar bhealach do-ghlactha i dtreo ball d'fhoireann na scoile, déanfaidh an Príomhoide / Leas-Phríomhoide nó ball foirne sinsearach cuí iarracht an scéal a réiteach trí phlé agus idirghabháil le cúnaimh cur chuge Cleachtais Aisiríoch.

Sa chás go bhfuil gach nós imeachta ídithe, agus go leanann forrántacht nó imeaglú ar aghaidh, nó má tá gníomh foréigneach, bagairt foréigneach nó diúltú an suíomh nó na tailte a fhágáil, féadfaidh an Príomhoide agus an Bord Bainistíochta toirmeasc a chur ar Thuismitheoir / Caomhnóir as suíomh / tailte na scoile ar feadh tréimhse ama, faoi réir athbhreithnithe.

D'fhéadfaí gaoch ar na Gardaí chun an duine nó na daoine a thógáil as suíomh nó tailte na scoile.

Má chuirtear toirmeasc i bhfeidhm cuirfear an duine ar an eolas i ráiteas scríofa. Beidh sé faoi réir athbhreithnithe agus cuirfear in iúl don duine má shárítear an toirmeasc go bhféadfadh urghaire leanúint.

Sa chás gur tharla toirmeasc de bharr ionsaí, ionsaí faoi

Types of behaviour that are considered serious and unacceptable and will not be tolerated:

This is not an exhaustive list but seeks to provide illustrations of unacceptable behaviour.

- I. Spreading malicious gossip about a member of staff*
- II. Writing abusive comments about a member of staff on paper or online*
- III. Approaching a member of staff outside of school hours about a school related matter.*
- IV. Shouting at or abusing school staff, either in person or over the telephone*
- V. Physically intimidating a member of staff, e.g. standing very close to him/her*
- VI. Swearing at a member of school staff*
- VII. Threatening school staff*
- VIII. The use of aggressive hand gestures*
- IX. Physical assault*
- X. Racist, sexist or personal comments*
- XI. Breaking the school's security procedures*

Unacceptable behaviour may result in the Gardaí being informed of the incident.

Implementing Procedures for dealing with aggressive, violent or threatening behaviour on school premises or at a school related event:

When a Parent/Guardian or member of the public behaves in an unacceptable way towards a member of the school staff, the Principal/Deputy Principal or an appropriate senior staff member will seek to resolve the situation through discussion and mediation with the assistance of a Restorative Practice approach.

Where all procedures have been exhausted, and aggression or intimidation continues, or where there is an act of violence, threatened violence or refusal to leave the premises or grounds, a Parent /Guardian may be banned by the Principal and the Board of Management from the school premises/grounds for a period of time, subject to review.

The Gardaí may be called to remove the person or persons from the school premises or grounds.

If a ban is put in place the person will be informed in writing. It will be subject to review and the person will be informed that if the ban is breached an injunction may follow.

bhagairt nó diúltú suíomh / tailte na scoile a fhágáil, cuirfear leis an ráiteas go bhfuil an t-ábhar tuairiscithe do na Gardaí.

Conclúid

déanann scoláirí an fhoghlaim is fearr nuair a bhíonn comhpháirtíocht dhearfach idir an baile agus an scoil. Neartaítear an chomhpháirtíocht seo ach cloí leis na prótacail thuas. Cé go ndéanfar gach iarracht oibriú le Tuismitheoirí / Caomhnóirí ní bheidh sé seo indéanta ach amháin nuair a iompraíonn Tuismitheoirí / Caomhnóirí ar bhealach inghlactha. Sa chás go bhfuil iompar tuismitheora / caomhnóra doghlactha nó tromchúiseach ní féidir leanúint ar aghaidh ag obair leis / léi agus, mar rogha deiridh, is féidir caingean dlí a dhéanamh. Glacfaidh an scoil gníomh i gcás go bhfuil iompar doghlactha agus go sáraíonn sé an beartas seo nó an reachtaíocht sláinte agus sábháilteachta.

Where an assault, threatened assault or failure to leave the school premises/ grounds has led to a ban a statement that the matter has been reported to the Gardaí will be included.

Conclusion

Students learn best when there is a positive partnership between home and school. Adherence to the above protocols can and will strengthen this partnership. Whilst every effort will be made to work with Parents/Guardians this will only be possible where Parents/Guardians behave in an acceptable way. Where a Parent's/Guardian's behaviour is unacceptable or serious it will not be possible to continue working with him/her and, as a final resort, legal action may be taken. The school will take action where behaviour is unacceptable and breaches this policy or health and safety legislation.

Dearbhú, Athbhreithniú agus Síniú / Declaration, Review and Signature

Glactha agus faofa ag cruinniú an Bhoird Bhainistíochta ar an: /Accepted and ratified by the Board of Management on the 3/09/2016.

Rinneadh athbhreithniú ar an bpolasaí seo ag cruinniú an Bhoird Bhainistíochta ar an:/ This policy was updated at a meeting of the Board of Management dated: 18/06/2024

Síniú: *M. P. Ó Madagáin*

Cathaoirleach an Bhoird Bhainistíochta/ Chairperson Board of Management

Síniú: *Cait Ní Shé*

Príomhoide Ghaelcholáiste Phort Láirge/ Principal Gaelcholáiste Phort Láirge