



Coláiste Pobail Coill an Rí

Bóthar Bhaile an Mhóta, Baile Átha Cliath 24,
D24HYN2 Fón: (01) 451 7400

Kingswood Community College

Ballymount Road, Dublin 24,
D24HYN2 Phone: (01) 451 7400

Ríomhphost/Email:

info@kingswoodcc.ie

Suíomh idirlíne / Website:

www.kingswoodcc.com

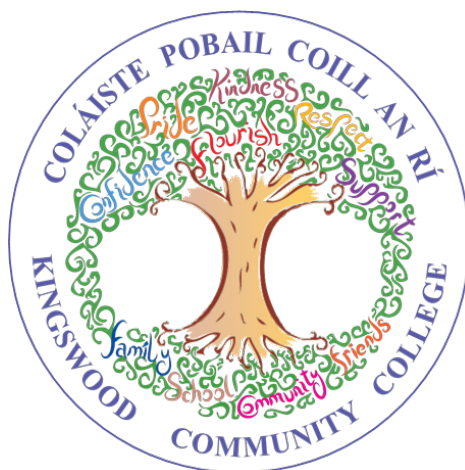
Príomhoide / Principal:

Ms Deborah Dunne

Leas Príomhoidí / Deputy Principals:

Ms Mary Murphy, Ms Emma O'Beirne

Kingswood Community College Communications Policy 2026



Review Dates		
Staff		
Parents		
Student Council		
BOM		Ratified
		Ratified with/without amendments

1. Introduction

Effective, respectful communication between home, school, and students is central to the educational success and wellbeing of every student. This policy outlines clear procedures and expectations to support positive, transparent, and professional communication between all members of the school community.

This policy aligns with the NAPD (National Association of Principals and Deputy Principals) Communication Guidelines, ensuring consistency, professionalism, and mutual respect in all interactions.

2. Link to the School Mission Statement

At Kingswood Community College, we strive to create a learning environment where every student is valued, respected, and supported to achieve their full potential in an inclusive and caring community.

In line with this mission, our communications aim to:

- Promote cooperation and partnership between school, home, and community.
- Ensure that communication is respectful, timely, and student-centred.
- Foster trust and understanding between parents/guardians, staff, and students.

3. Contact Details for Parents/Guardians

School Office Phone: (01)4517400

School Email: info@kingswoodcc.ie

Website: <https://www.kingswoodcc.com>

Tutor: Specific to base class

Year Head: Specific to year group

Deputy Principals: Oide Mary Murphy, Oide Emma O Beirne, Oide Robbie Dunne

Principal: Oide Deborah Dunne

Parents/guardians should ensure that their contact information (phone number, address, and email) is up-to-date at all times to facilitate effective communication.

If there is a court order/access order in place for either parent/guardian, a copy of this order should be provided to the school for the student file.

4. Organising Meetings with School Personnel

- All meetings with teachers, tutors, or management must be pre-arranged through the school office or by email.
- Teachers are not available for unscheduled meetings during class or supervision times.
- Meetings with teachers can only happen at scheduled and pre agreed times.
- When requesting a meeting, please outline the reason so that the staff member can prepare appropriately.
- Meetings will take place in a professional and private setting on school premises
- Notes or agreed outcomes from meetings should be recorded to ensure clarity.
- Urgent concerns will be prioritised, but advance notice is always appreciated.

5. Use of the Student Journal

- The student journal is a primary channel of day-to-day communication between school and home.
- Teachers may use the journal to record notes on homework, behaviour, or reminders.
- Parents/guardians should check and sign the journal at least weekly.
- Parents may write brief notes to teachers in the journal.
- For complex issues, parents should email the school or arrange a meeting — the journal is not suitable for lengthy correspondence.

6. Parent/Teacher/Student Meetings

- Formal Parent/Teacher/Student meetings take place once each school year.
- These meetings provide an opportunity to discuss academic progress, attendance, and student wellbeing.
- Students are encouraged to attend and take an active role in these meetings.
- Additional meetings may be arranged if needed by staff or parents.
- Time slots must be booked on the PTMORG booking system used by the school.
- Time slots are limited; parents are asked to respect the allocated schedule.

7. Protocol for Reporting Student Absences

- Parents/guardians must notify the school of partial day/full day/multiple day absences using the TYRO app. office by phone or email on the morning of any student absence-remove this bit.
- Prolonged or frequent absences will be followed up by the Year Head or school attendance officer.
- The school is obliged to report certain levels of absenteeism to TUSLA in line with statutory requirements.
- Some programmes, eg; LCA, require a medical cert/note to explain absence, to satisfy attendance criteria.

8. Protocol for Lates

- Students arriving late must report to the office immediately upon arrival and sign/scan the late register.
- A note or email from parents explaining the reason for lateness should be provided.
- 2 or more lates in a week to school or class will incur detention or further sanctions.

- Persistent lateness will result in follow-up by the Year Head and/or the Attendance officer and may require a meeting with parents/guardians.

9. Protocol for Signing Out

Students leaving school early must:

1. Provide a written note or email in advance from a parent/guardian.
2. The note needs to be signed by an AP1 or a member of the SLT before presenting it to the office.
3. Sign out at the school office.
4. Be collected in person by a parent/guardian, or one of the contacts on the TYRO profile for the student with the consent of the parent/guardian.

Students returning the same day must sign back in at the office.

Students may not leave the school grounds during the day without permission.

Students may not leave the school grounds at lunch time. If they do leave, they will not be permitted to return to class in the afternoon unless they have a medical/dentist certificate.

10. Protocol for Dealing with Aggressive or Abusive Behaviour in person/by phone/by email.

In keeping with our Code of Behaviour, the NAPD Guidelines, and our Dignity in the Workplace charter, all communication must take place in a spirit of mutual respect.

If a parent/guardian behaves/speaks in an aggressive, threatening, or abusive manner towards staff or students, the following procedure applies:

1. The staff member will remain calm, end the interaction if necessary, and report the incident to the senior leadership team.
2. The Principal or Deputy Principal will follow up with the parent/guardian to discuss the incident.
3. A formal meeting may be arranged with the senior leadership team and a witness present.
4. Continued aggressive or abusive behaviour may result in restricted communication to written form or via designated personnel only.
5. In cases of serious threat or harassment, the school may contact Gardaí or take legal/disciplinary action.

All incidents will be recorded and monitored by the senior leadership team.

11. Unacceptable Behaviour by Parents/Guardians

The following behaviours are deemed unacceptable:

- * Verbal abuse, shouting, or use of offensive language towards staff or students.
- * Physical aggression or threats.
- * Repeated or excessive demands for immediate responses.
- * Contacting staff via personal phone or social media.
- * Turning up unannounced or confronting staff during class time, or at any extracurricular activities.
- * Publicly criticising or defaming school staff or students on social media.
- * Refusal to leave the school grounds.

The school reserves the right to limit or suspend direct communication channels with individuals who breach these standards.

12. Teacher Availability (Schoology / Email)

- Teachers may be available for email and Schoology messages during school working hours (8:15 am – 4pm, Monday–Friday).
- Messages received after 5:00 pm or on weekends/public holidays will be responded within three working days.
- Urgent or welfare issues should be directed to the school office by phone rather than via email.

This schedule supports the “Right to Disconnect” and ensures work-life balance for staff, in accordance with NAPD recommendations.

13. Review and Implementation

This policy will be reviewed every two years by the Principal, Deputy Principals, staff, and the Parents’ Association.

Updates will be communicated via the school website, email, and student journals.

Approved by: _____

Date: _____

Review Date: _____