

Connecting Home & School: A Guide to Positive Communication

Building strong, positive partnerships through clear, respectful, and effective communication for Midleton CBS Primary School.

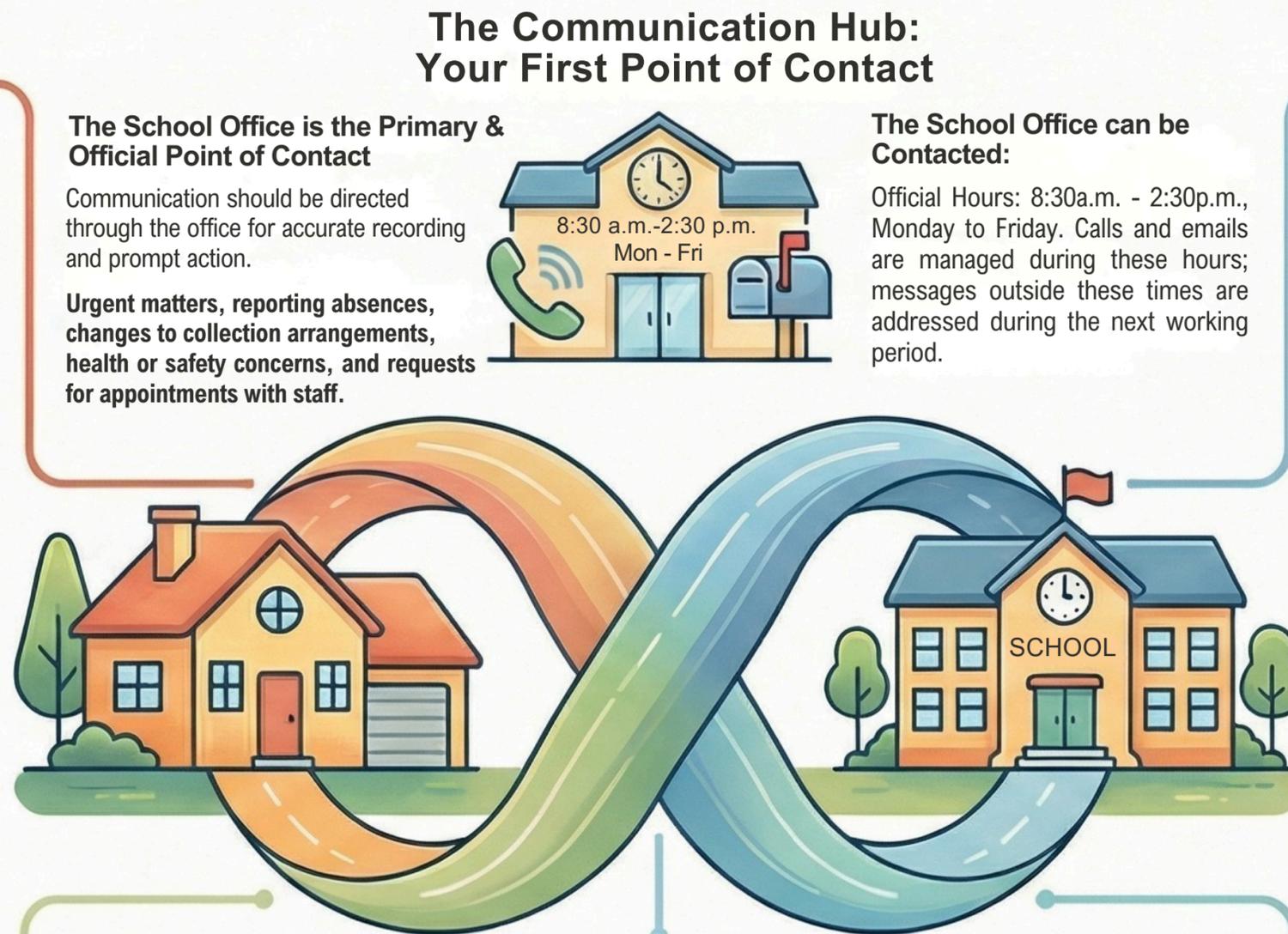
For Urgent Matters

Aladdin Notices or Emails are NOT for Urgent Communication

To ensure your child's safety and a timely response, urgent matters must not be sent by notices/email as they may be missed.

Always Phone the School Office Directly

For any urgent issue, please call the office during official hours for an immediate response.



Protecting Staff Wellbeing: The Right to Disconnect

Staff Have a Right to Disconnect

In line with the Work Life Balance Act (2023), staff are not required to engage in work-related communication outside of normal working hours.

No Expectation of After-Hours Replies

A notice/email sent late at night, on a weekend, or during school holidays does not create an expectation of a response before the next working day.

Teaching & Supervision Time is Protected

Staff are not available to respond to emails or take calls during class contact time or while on supervision.

A Delayed Response is Not a Lack of Concern

Delays should be understood as staff fulfilling their primary duties of teaching and supervision.

Using Digital Communication Effectively

DO	DON'T
<p>Use Aladdin Notices for Brief & Factual Updates</p> <p>Notices/Emails are the school's primary method for sending routine notices, information, and updates to parents.</p>	<p>DO NOT Use Aladdin Notices or Email for Sensitive or Complex issues</p> <p>Notices/Email are not appropriate for complaints, lengthy explanations, or emotional correspondence. Schedule a call or meeting.</p>
<p>Social Media is for Sharing, Not for Discussion</p> <p>The school's social media pages are for celebrating achievements. All queries and feedback must be directed to the school office.</p>	

Our Shared Commitment to Respect

Communicate Calmly and Courteously

All members of our school community are expected to model respectful behaviour in all interactions, whether in person, by phone, or online.

Clear Structures Benefit Everyone

These procedures protect pupil learning time, safeguard staff wellbeing, and ensure fairness and consistency for all families.

Arranging Meetings with Teachers

All Meetings Must Be Arranged in Advance

Contact the school secretary to find a convenient time for both you and the teacher.

"Doorstep Chats" Are Discouraged

Brief discussions at the school gate are to be avoided as they compromise supervision and lack privacy.

Formal Parent-Teacher Meetings

Held annually in Term 1 to discuss progress; additional meetings can be arranged throughout the year if needed.