



OUR LADY OF THE WAYSIDE N.S

## Access to our School

Our school wants the children to do well and be happy. We recognise that you as a parent/guardian play an important part in making this happen. Therefore, we aim to provide as many opportunities to keep you informed and involved in your child's progress as we possibly can. Regular newsletters, the school's website, group meetings with the class teacher, school-based activities e.g. open days, parent/teacher meetings etc. all help this process.

In as much as is compatible with the practical layout of the school premises, anyone entering the school premises shall be required to identify themselves to the Principal or the Secretary as relevant before gaining admittance to the school. This is in line with the school's Child Safeguarding Statement and is best practice in accordance with Child Protection Procedures for Primary and Post Primary Schools (2017).

**No parent** is permitted on the school corridors between the hours of 8.50am and 2.30pm. Again this is to comply with the relevant Child Protection procedures.

### Informal Parent/Staff Meetings

1. Unscheduled meetings with the class teacher or SNA at the class door to discuss concern in relation to a child are discouraged on a number of grounds:
  - a) Staff cannot adequately supervise his/her class while at the same time speaking to a parent
  - b) It may be indiscreet and inappropriate when so many children are standing close by
  - c) Important issues cannot be dealt with in an informal or rushed context and it can be embarrassing or undermining for a child when his/her parent is talking to staff at a classroom door.

Occasions occur where a parent needs to speak to a staff member urgently. Sometimes these meetings need to take place without prior notice. The Principal will aim to facilitate such meetings where appropriate making every effort to ensure that the children in the class do not lose out on any of the teaching/learning time. Every effort will be made to address issues through appointments. The PO may, however, refuse to facilitate a meeting if it is deemed inappropriate or unnecessary.

If parents wish to drop in lunch boxes, sports gear etc, this can be done through the secretary's office as it is important to keep class interruptions to a minimum.

If for any reason there is a visitor in the school, they will be required to wear a Visitor's pass which will be given to them by the secretary upon presenting at the school.

**Signed:** Chairperson BOM: \_\_\_\_\_ Date: \_\_\_\_\_