Communication with Staff via Email and Seesaw and Telephone

Seesaw is the online platform that teachers use to communicate class/student learning to parents.

Teachers:
- Provide weekly update on what is being taught in the classroom in English, Mathematics, Religious Education
- Provide parents with real time snapshots of student learning

Parents:
- May use Seesaw as a conversation starter
- May 'like' student work

At Aranmore, Seesaw is not used as a two-way communication tool (during regular times).

Email is an electronic messaging system that teachers and parents use to communicate student wellbeing (academic & pastoral) matters between each other. Email is used for simple and uncomplicated messages.

The School App is used to communicate important information and events about the School. The School App is to be used to advise of a child's absence.

Telephone is the common form of communication between the school and families when digital messaging is not defined within these guidelines.

Teachers:
- Email parents to:
    - Arrange parent/teacher meetings other than those arranged by the school (ie report meetings)
    - Remind parents about a specific matter to do with their child
    - Reply to a simple parent query/concern within 2 working days of message being received
    - Teachers will call or arrange a meeting with parents for any matter other than simple queries and reminders
    - Messages from teachers will take place within business hours 8:00am and 5:00pm
- Telephone parents:
    - In ALL emergencies

Parents:
- Email teachers to:
    - Arrange parent/teacher meetings other than those arranged by the school (ie report meetings)
    - Provide specific information to teacher about their child (ie dental appointment during the day)
- Email administration:
    - To advise of a child's absence (holiday or other circumstance other than illness)
    - Change of pick up details
    - When documents and emails form intervention services

Inspiring. Nurturing. Learning today...Leading tomorrow.

- Telephone administration:
  - In ALL emergencies

All email messages between both parties must be written within the parameters of the School's Code of Conduct.