

Monaleen N.S.

Policy on Visitors/Parental Involvement in School



Policy on Visitors/Parental Involvement in School

Introduction:

This policy was drafted by the staff and Board of Management of Monaleen National to clarify the procedures around visitors to the school and parental involvement in school life.

Rationale and Relationship to school ethos

We are an inclusive school committed to the holistic education of all of our pupils. We welcome visitors to the school as a way of broadening the educational opportunities available to the children. We also welcome parental involvement in school life for the same reason.

Due to Child Protection concerns, we have procedures in place with regard to visitors and parental involvement.

AIM

To ensure that procedures around Visitors and Parental Involvement are clear to all stake-holders in the school.

School Practice

All visitors must sign in at the secretary's office.

When collecting a child before home time, parents/guardians must sign the register at the office and bring a yellow card signed by a member of staff to the relevant classroom before taking their child out of school.

Doors to the school/prefabs are coded for security. Only school personnel may operate the coded doors.

Before any visitors or parents/guardians work/volunteer at the school, they must present a valid Garda Vetting Certificate or be vetted through the school.

Staff members must be in attendance while any visitor/parent/guardian is working with the children.

The Principal/Deputy Principal must be made aware of any visitors coming to the school to work with/talk to classes or teams etc.

Communication with parents

- This policy will be published on the school website and publicized on our school App.

IMPLEMENTATION AND REVIEW

This policy will be implemented fully from October 2019. The policy will be reviewed regularly, as required.

The school management team and the teachers will implement this policy.

The Board of Management ratified this policy on _____.

Chairperson

Date

Date of Implementation: _____ **Review Date:** _____