

## **Introduction**

This policy has been revised by the current Board of Management in December 2008. The need for this policy arises from legislative requirements.

## **Relationship to School Ethos**

The school promotes positive home - school contacts and endeavours to enhance the self-esteem of everyone within the school community. The policy contributes towards these ideals.

## **Aims/Objectives**

- To foster fruitful and trusting relationships between school and parents.
- To afford parents an opportunity to express opinions/grievances through the framework of a defined procedure.
- To minimize the opportunity for conflict through affording parents an opportunity to liaise with the class teacher

## **Please Note**

This policy does not cover:-

1. Complaints that are being dealt with through legal channels.
2. Matters of professional competence which come under the remit of the Dept. of Education and Skills.
3. Petty complaints which do not relate to the work of a particular teacher.

## **In-School Procedures**

If a parent has a concern in relation to the social or academic progress of their child, or the performance of a teacher the following steps are to be followed:-

1. The parent/guardian meets with the class teacher by appointment. Parents should not contact teachers at home.
2. If the issue is not resolved the class teacher/parent informs the Principal of the nature of the complaint.
3. If the matter remains unresolved the parent/guardian may raise the matter directly with the chairperson of the B.O.M.

4. If the grievance persists, the parent/guardian may pursue the matter by *lodging a complaint in writing with the chairperson of the B.O.M.* who will bring the nature of the complaint to the notice of the teacher and seek to resolve the issue.
5. If this process fails, the chairperson will supply the teacher with a copy of the written complaint and arrange a meeting with the teacher concerned and the Principal. This will happen within 10 school days of receipt of the written complaint.
6. If the complaint remains unresolved the chairperson will report formally to the B.O.M. within another 10 school days. If the B.O.M. does not uphold the complaint, both parties will be informed immediately. If the B.O.M. considers the complaint warrants further investigations, the teacher will be informed and supplied with any written evidence in support of the complaint.
7. The teacher will be requested to supply a written statement to the B.O.M. and given an opportunity to make an oral presentation to the Board. The complainant will be offered a similar opportunity. The process should be completed within 10 days of the first meeting between Chairperson, Principal and Teacher.
8. Within 5 school days, the decision of the B.O.M. which is final and binding is delivered in writing to the Teacher and the complainant.

### **Success Criteria**

- Swift and efficient resolution of grievances.
- Parent/Teacher satisfaction.
- Positive school community feedback.
- Reviews of school policies as issues arise.

### **Review**

This policy will be reviewed after a 3 year cycle.