

# St. Fergal's National School

## Parent Room Policy

The purpose of the policy is to provide a guideline for the use of the Parent Room for all stakeholders within the school. Stakeholders may be defined as parents/guardians, staff members, pupils.

### **Structures in Place:**

Where possible priority will be given to parents to use the room for events and activities as outlined. The room is available to parents each morning from 8:50am – 9:30am to facilitate informal meetings with other parents and again at 12:15pm- 2:30pm to facilitate Parents picking up children at different times. Parents have the primary responsibility to clean up after themselves following use of the room and kitchen facilities.

The room shall be used in some of the following areas; start of year meeting with parents, formal and informal parent meetings, parent classes and courses, etc.

Stakeholders should abide by the timetable for the room placed on the Parent Room notice board. Timetable is subject to change at the discretion of staff, HSCL Coordinator, Principal and Board of Management.

### **Parents are encouraged to use the Parent Room to:**

- Develop close links with the school
- Participate in meetings in a positive and respectful manner, affirming the professional role all staff members and the valuable contribution of parents in the school
- Collaborate with the school in developing the full potential of their children
- Share the responsibility of seeing that the Parent Room remains tidy and left ready for use by other groups, e.g. Yoga Class etc.
- Become actively involved in the school/parent association
- Support school events
- Support each other and develop relationships with other parents

Positive and respectful communication is of high importance to our school. This not only extends to the children but to all of the stakeholders e.g. the staff and parents.

### **Protocol;**

Parents, guardians, grandparents and all visitors to the school should adhere to protocol on entry to the Parent Room. Access to the Parent Room is through the Parent Room entrance only and under no circumstances through the main body of the school. All parents must sign in using the sign in sheet and sign themselves out again when leaving.

