

PLANNING FRAMEWORK FOR COMMUNICATION

	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	Ratified by BOM? Shared with stakeholders? (Y/N)
STAFF		Invite any feedback from staff in relation to their current work.		Check in online meeting with staff		
BOARD	Telephone call to chairperson			Weekly update email to all BOM		
PARENTS/ GUARDIANS	Request some feedback from parents in relation to the current work that is taking place				Weekly Principal's update email / newsletter / memo to all parents and guardians with overview of agreed priorities for the week. (Possibly in response to email enquiries)	
PUPILS					Possible digital assembly. (Live/recorded?)	
OTHER <i>ANCILLARY STAFF, DES, TÚSLA, PATRON BODY SCHOOL COMPLETION PROJECT SCHOOL MEAL PROVIDERS EXTRA CURRICULAR TUTORS</i>						

CONSIDERATIONS

Communications out from the school

Staff

- Agreed time for staff virtual meeting (Suggest no longer than 1 hour. What day(s) work(s) best in own school context?)
- Agree time for weekly ISM virtual meeting? Communication will have to be sustained in the event of illness of staff members.
- Do staff teams (SEN, Infant teachers ASD class staff) need to schedule a virtual meeting ? What day suits?
- Agree a **manageable** plan of work for pupils. (Less is more. Keep it simple. Consider a variety of learning opportunities other than digital. Also remember that parents are not teachers. Do not overwhelm parents and pupils with lists of websites or lists of pages from textbooks/workbooks.)

Parents and Pupils

- Weekly work plan communicated to parents . What day? By whom?
- How and when can pupils' work be sent **into** schools? (Email? App? Google classroom? etc). How and when will feedback be given on pupils' work? (**Agree whole school approach.**)

Board of Management

- Communication to Chair- decisions re work,updates from DES, illnesses or absences, etc
- Weekly email to BOM members.
- Chairperson to check with Patron body re structures for BoM 'meet' using video call or conference calls.
- Consider the use of 'scheduled send' for emails.
- Consider external agencies that the school might need to link with. Suggest a weekly email.

Communications in to the school

Staff

- Note there should be some mechanism for all staff to communicate in a collaborative manner and also for a scheduled time for staff to communicate with the Principal ie: during normal school hours. This will be arrived at by consensus,sustainable and manageable.

Parents/Pupils

- Likewise there needs to be a sustainable manner in which Parents/Guardians can communicate with school and a reasonable timeframe within which they can expect a response.
- How can pupils communicate with school so as to provide a sense of continuity and security?
- Is a digital assembly possible? What will work best in your school context?

Department of Education and Skills

- Communications from the Department of Education and Skills are being regularly updated. The school will need to adapt the approach as this guidance emerges. Ensure that Senior Management in the school can adapt their approach to this guidance.