



Faughart Community National School

Communication Policy

Ratified: 24 March 2026



Faughart Community National School

- Faughart, Dundalk, Co Louth, A91 D897
- www.faughtcns.ie
- 042 93 71931
- faughtcns@lmetb.ie

Content

1. Introduction	2
2. Aims of the Policy	2
3. Communication Structures	2
3.1 Contacting the School	2
3.2 Parent-Teacher Meetings	3
3.3 School Information Channels.....	3
3.4 Parents' Association	3
4. Attendance and Pupil Welfare	4
4.1 Attendance and Absence	4
4.2 Circumstances Impacting Pupil Welfare	4
4.3 Pupil Emergencies	4
5. Online Payments	5
6. Accessing this Policy	5
7. Monitoring and Review	5



Faughart Community National School

- Faughart, Dundalk, Co Louth, A91 D897
- www.faughtcns.ie
- 042 93 71931
- faughtcns@lmetb.ie

1. Introduction

This Communication Policy outlines the structures and processes in place at Faughart Community National School to support clear, respectful and effective communication between home and school.

Faughart CNS recognises that strong partnership between parents/guardians and the school enhances pupil wellbeing and educational outcomes. Communication will be conducted in accordance with the Education Act 1998, the Education Welfare Act 2000 and the ethos of Community National Schools.

2. Aims of the Policy

This policy aims to:

- Promote positive partnership between home and school.
- Provide clarity regarding communication channels.
- Facilitate structured and respectful engagement.
- Support meaningful parental involvement.
- Ensure governance structures are respected.

3. Communication Structures

3.1 Contacting the School

The school office may be contacted at:

- sending the office a notice on Aladdin
- emailing faughtcns@lmetb.ie
- phoning 042 9371931

Faughart CNS uses Aladdin Schools Software (www.aladdin.ie) as the primary communication platform.

Aladdin Connect enables parents/guardians to:

- Receive school communications
- Monitor attendance
- Submit absence notes
- Grant permissions
- Book Parent-Teacher Meetings
- View report cards
- Communicate with teachers and the office

Parents/guardians should ensure contact details are kept up to date.



Faughart Community National School

- Faughart, Dundalk, Co Louth, A91 D897
- www.faughtcns.ie
- 042 93 71931
- faughtcns@lmetb.ie

Parents/guardians should direct:

- Pupil welfare or learning concerns to the class teacher via Aladdin. Teachers will receive Aladdin notices during their working day and respond as soon as reasonably possible
- Policy or operational queries to the school office
- Meeting requests via Aladdin or through the office

Unscheduled discussions at classroom doors are discouraged to ensure pupil supervision and privacy.

3.2 Parent-Teacher Meetings

Formal Parent-Teacher Meetings are held annually. School will finish 15 minutes early on that day to facilitate meetings commencing at 2:45pm.

Parents/guardians are encouraged to attend to:

- Discuss pupil progress
- Identify strengths and supports
- Share relevant information regarding wellbeing

Additional meetings may be arranged by prior appointment.

3.3 School Information Channels

Parents/guardians are kept informed through:

- School Website
- Aladdin Notices and Connect App
- Official Social Media Platforms
- Board of Management Agreed Reports
- Annual School Calendar
- School Policies published online
- An agreed report from each BOM meeting will be issued on the school website outlining matters of general interest and policies ratified.

3.4 Parents' Association

In accordance with Section 26 of the Education Act 1998, parents of pupils attending Faughart CNS may establish and maintain a Parents' Association (PA). Membership is open to all parents/guardians.



Faughart Community National School

- Faughart, Dundalk, Co Louth, A91 D897
- www.faughartcns.ie
- 042 93 71931
- faughartcns@lmetb.ie

The role of the Parents' Association is to:

- Work in partnership with the school leadership team
- Support and empower parents to engage in their children's education
- Promote positive home-school collaboration
- Support school initiatives and community-building activities

Communication Involving the Parents' Association

To ensure clarity and protect volunteers:

- The PA is not the appropriate forum for raising complaints or operational concerns.
- Concerns regarding pupil welfare or learning should be directed to the class teacher or school management.
- Queries relating to school policy, services or operational matters should be directed to the school office.
- Where informal messaging platforms are used for PA coordination, they are for organisational purposes only and not for managing complaints.
- All communication should be respectful, constructive and appropriate.

4. Attendance and Pupil Welfare

4.1 Attendance and Absence

Regular attendance is essential for pupil progress.

- Parents should report pupil absences via Aladdin.
- Parents/guardians are advised not to take holidays during term time in line with TUSLA Education Welfare guidance.
- Persistent absenteeism may impact academic progress and wellbeing.

4.2 Circumstances Impacting Pupil Welfare

Parents/guardians are encouraged to inform the school of any family circumstances that may affect a pupil's wellbeing, behaviour or attendance. The school will work in partnership with families and, where appropriate, external agencies to support pupils.

4.3 Pupil Emergencies

In the event of a pupil emergency during the school day:

- Parents/guardians will be contacted immediately.
- If unavailable, emergency contacts listed on Aladdin will be contacted.



Faughart Community National School

- Faughart, Dundalk, Co Louth, A91 D897
- www.faughartcns.ie
- 042 93 71931
- faughartcns@lmetb.ie

Parents/guardians are responsible for ensuring emergency contact details remain current.

- Parents/guardians should phone the school office if any change in collection arrangements occurs during the school day as teachers may not access Aladdin notices during the school day when teaching.

5. Online Payments

Pupil direct costs are collected through Way2Pay in line with LMETB procedures. Receipts are issued automatically, and funds are lodged directly to the LMETB account.

6. Accessing this Policy

This policy is available on www.faughartcns.ie and in hard copy upon request from the school office.

7. Monitoring and Review

This policy will be reviewed every two years, or earlier where required by legislation or Department of Education circulars.