

## School Communications Policy

The Institute of Education provides students with the academic and pastoral support that enables them to reach their potential. Our team of exceptional teachers, mentors, guidance counsellors and administration staff are available to guide and support our students.

This document outlines the support available to students at The Institute of Education. The school office is open from 8.00am to 4.30pm, Monday to Friday and students can call in to speak with a member of our team at any time during the school day.

Below please find contact information for the school office:

### Fourth year

Email: [4thyear@instituteofeducation.ie](mailto:4thyear@instituteofeducation.ie)  
Telephone: 01 5824101

Coordinator: Trisha Fullston: [tfullston@instituteofeducation.ie](mailto:tfullston@instituteofeducation.ie)  
Year Head: Hugh Brett: [hbrett@instituteofeducation.ie](mailto:hbrett@instituteofeducation.ie)

### Fifth year

Email: [5thyear@instituteofeducation.ie](mailto:5thyear@instituteofeducation.ie)  
Phone: 01 5824105  
Year Head: Hugh Brett: [hbrett@instituteofeducation.ie](mailto:hbrett@instituteofeducation.ie)

### Sixth year

Email: [6thyear@instituteofeducation.ie](mailto:6thyear@instituteofeducation.ie)  
Telephone: 01 5824106  
Year Head: Liam Dingle: [ldingle@instituteofeducation.ie](mailto:ldingle@instituteofeducation.ie)

*(Our Year Heads are available from 7.30am to 5.30pm, Monday – Friday).*

**To submit assessments or homework to teachers please email:**  
[classwork@instituteofeducation.ie](mailto:classwork@instituteofeducation.ie)

Virtual Students should email our Virtual School Coordinator, Trisha Fullston:  
[tfullston@instituteofeducation.ie](mailto:tfullston@instituteofeducation.ie)

## Principal's Office

Yvonne O' Toole is available to meet with students and parents from 7.30am to 5.30pm, Monday – Friday. To arrange an appointment please email [yotoole@instituteofeducation.ie](mailto:yotoole@instituteofeducation.ie)

## Guidance & Resource Team

The guidance and resource team are available to meet with students during the school day. Appointments may be arranged by calling to the guidance or resource office or emailing:

<b>Guidance Team:</b>	Aoife McCardle:	<a href="mailto:amccardle@instituteofeducation.ie">amccardle@instituteofeducation.ie</a>
	Margaret Keating:	<a href="mailto:mkeating@instituteofeducation.ie">mkeating@instituteofeducation.ie</a>
	Ingrid O' Connor:	<a href="mailto:ioconnor@instituteofeducation.ie">ioconnor@instituteofeducation.ie</a>
	Lorraine Ryan:	<a href="mailto:lryan@instituteofeducation.ie">lryan@instituteofeducation.ie</a>
<b>Resource Department:</b>	Helen Casey:	<a href="mailto:hcasey@instituteofeducation.ie">hcasey@instituteofeducation.ie</a>

## Study Mentor

Orla Ni Shuilleabhain is available to provide individual mentoring to students. Please email [onishuilleabhain@instituteofeducation.ie](mailto:onishuilleabhain@instituteofeducation.ie) to arrange an appointment.

## Helpdesk

If you have a query regarding online classes, notes or your timetable please contact the school's dedicated helpdesk <https://instituteofeducation.ie/help/>

## Communication with teachers

Teachers are available in class and on campus during the school day to respond to queries. The most effective communication with teachers is within the classroom setting. Teachers may not respond to students' emails but will be available to meet with students in school.

## The Buzz & Monthly Newsletter

Our weekly newsletter *The Buzz* and monthly newsletter are emailed to students and parents. These publications contain details of all academic and co-curricular activities taking place in the school. This information is also available on [www.instituteofeducation.ie](http://www.instituteofeducation.ie)

## Notice Boards and Digital Screens

Students should also refer to the notice boards and screens located throughout the school for additional academic and co-curricular information.

