



**NPC**

SUPPORTING PARENTS  
SUPPORTING CHILDREN

**EARLY  
YEARS**

# Who's who in your child's primary school?

## **CLASS TEACHER**

The person your child will spend most time with in school is their class teacher. This is the person you should contact if there is anything you need to talk to the school about. There may be a policy in your school which will outline how and when you should contact the teacher. If you have not been given this and you need to speak to the teacher ring the school and ask for an appointment or give the teacher a note at the beginning or the end of the school day.

## **PRINCIPAL**

The Principal teacher has the responsibility for managing the day to day running of the school. In smaller schools the Principal may teach a class in addition to this responsibility. If there is a serious situation which you need to discuss with the school you may need to contact the Principal. Again there may be a

policy in your school which will cover this. If not phone the school and ask for an appointment. In larger schools there may be a deputy Principal who will assist the Principal and take on duties when the Principal is absent.

## **SPECIAL NEEDS ASSISTANTS**

Special Needs Assistants (SNA) play an important role in assisting teachers to support children with special educational needs and significant care needs.

## **SUPPORT TEACHERS**

Support teachers are allocated to all schools (although in very small schools they may be shared with other schools in the area). These teachers help children access the curriculum as and when they are needed and are an additional teaching support for the school and class teacher.

## SCHOOL SECRETARY

Some schools have a School Secretary. This person will often be your first point of contact when you get in touch with the school. They may answer the phone, take messages, make appointments etc.

## CARETAKER AND CLEANER

Some schools have a Caretaker who looks after the day to day maintenance and opens and closes the school, many schools also have a cleaner who may work when the children have gone home.

## BOARD OF MANAGEMENT

Every school has a Board of Management which is responsible for the overall management of the school. The Board is put in place by the Patron of the school. (Patrons include the Catholic Church, Educate Together, Gaelscoileanna, the Church of Ireland, Muslim schools and

some others). The Board of Management is responsible for ensuring the rules for national schools are followed and the curriculum is adhered to. They are also responsible for the employment of teachers and a Principal and making sure the school building is safe, warm, insured etc.

## PARENTS' ASSOCIATION COMMITTEE

The Parents' Association is the structure through which the parents/guardians in a school can work together for the best possible education for their children. All parents/guardians of children in the school are members of the association with a number of parents being elected to a committee. The Parents' Association works with the principal, staff and the Board of Management to build effective partnership between home and school.



**NPC**

SUPPORTING PARENTS  
SUPPORTING CHILDREN

National Parents Council

12 Marlborough Court, Marlborough Street, Dublin 1, D01 XP86

Tel: +353 1 887 4034 • Email: [info@npc.ie](mailto:info@npc.ie)

Helpline: Tel: +353 1 887 4477

Email: [helpline@npc.ie](mailto:helpline@npc.ie)

[www.npc.ie](http://www.npc.ie)



An Roinn Leanaí, Comhionannais,  
Míchumais, Lánpháirtíochta agus Óige  
Department of Children, Equality,  
Disability, Integration and Youth