



2018

Polasaí Gearáin a dhéanamh Gaelscoil Uí Earcáin



Múinteoir Richard

10/10/2018

Leagan Amach an Pholsaí

Cuirfear an polasaí seo le chéile faoi na cinnteidil seo a leanas:

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1.0 Réamhrá:

Is bunscoil lán-Ghaeilge í Gaelscoil Uí Earcáin arb í an Ghaeilge teanga teagaisc, ghnó agus chumarsáide na scoile. Is í an Ghaeilge an teanga teagaisc i ngach ábhar seachas an Béarla. Is í aidhm Gaelscoil Uí Earcáin bunoidreachas d'ardchaighdeán trí mheán na Gaeilge a chur ar fáil do pháistí na scoile i dtimpeallacht thaitneamhach, shábháilte lán-Ghaelach. Seo an próiseas atá le leanúint má bhíonn gearáin ag tuismitheoir.

2.0 Céim 1:

1. Más mian le tuismitheoir / caomhnóir gearán a dhéanamh ba cheart dó / di teagmháil a dhéanamh leis an múinteoir ranga leis an ngearán a réiteach.
2. Sa chás nach féidir leis an tuismitheoir / caomhnóir an gearán a réiteach leis an múinteoir ranga, ba chóir dó/di teagmháil a dhéanamh leis an bPríomhoide d'fhonn an gearán a réiteach.
3. Mura mbíonn réiteach ar an ngearán i ndiaidh sin, ba cheart don tuismitheoir / caomhnóir an gearán a ardú le Cathaoirleach bhord bainistíochta na scoile.

3.0 Céim 2:

1. Má tá an gearán fós gan réiteach agus más mian leis an tuismitheoir / caomhnóir an gearán a thógáil níos faide ba cheart dó/di an gearán a chur i scríbhinn chuig Cathaoirleach an bhoird bainistíochta.
2. Ba cheart don Chathaoirleach aird an mhúinteora i gceist a dhíriú ar an ngearán scríofa agus gach iarracht a dhéanamh cúrsaí a réiteach idir na páirtithe taobh istigh de chúig lá den ghearán scríofa a bheith faighte.

4.0 Céim 3:

1 Mura mbíonn an gearán réitithe ar bhonn neamhfhoirmeálta, ba chóir don chathaoirleach; faoi réir údarás an Bhoird agus i gcásanna go gceapann an Cathaoirleach go mbeidh údarás ón mbord ag teastáil:

2 Cóip den ghearán scríofa a chur ar fáil don mhúinteoir; b) Cruinniú a shocrú leis an múinteoir agus má's cuí, leis an bPríomhoide d'fhonn teacht ar réiteach ar an ngearán. Ba cheart don chruinniú seo tarlú taobh istigh de 10 lá ón ngearán scríofa a bheith faighte.

5.0 Céim 4:

1 Mura mbíonn an gearán réitithe ba chóir don Chathaoirleach tuairisc foirmeálta a chur os comhair an Bhoird taobh istigh de 10 lá den chruinniú in 3.1 (b).

2 Más é tuairim an Bhoird go bhfuil an gearán gan substaint ba chóir seo a chur in iúl don mhúinteoir, don ghearánaí taobh istigh de 3 lá den chruinniú Boird.

3 Más é tuairim an Bhoird go bhfuil substaint leis an ngearán nó gur ghá é a iniúchadh níos mó, gníomhaítear mar a leanas:

(a) Ba chóir cur in iúl don mhúinteoir go bhfuil an iniúchadh / fiosrúcháin ag dul ar aghaidh go dtí an chéad chéim eile.

(b) Ba chóir aon fhianaise i scríbhinn mar thacaíocht ar an ngearán a chur ar fáil don mhúinteoir

(c) Ba chóir iarraidh ar an múinteoir ráiteas i scríbhinn a chur ar fáil don bhord mar fhreagra ar an ngearán.

(d) Ba chóir an deis a thabhairt don mhúinteoir cur i láthair / léiriú a dhéanamh don Bhord. Bheadh an múinteoir i dteideal comhghleacaí a bheith in éineacht leis/léi mar chomhluadar agus mar chuiditheoir ag aon chruinniú dá leithéid.

(e) Tionólfar an cruinniú den Bhord Bainistíochta a luaitear in (d) agus (e) taobh istigh de 10 lá den chruinniú a luaitear in 3.1(b).

6.0 Céim 5:

1. Nuair atá fiosrúcháin an Bhoird curtha i gcrích ba cheart go gcuirfeadh an Cathaoirleach cinneadh an Bhoird i scríbhinn chuig an múinteoir agus chuig an gearánaí taobh istigh de chúig lá ón gcrúinniú Boird.
2. Ní bheidh aon dul thar chinneadh an Bhoird.

7.0 Stage 1:

1. A parent/guardian who wishes to make a complaint should, unless there are local arrangements to the contrary, approach the class teacher with a view to resolving the complaint.
2. Where the parent/guardian is unable to resolve the complaint with the class teacher s/he should approach the principal with a view to resolving it.
3. If the complaint is still unresolved the parent/guardian should raise the matter with the chairperson of the board of management with a view to resolving it.

8.0 Stage 2:

1. If the complaint is still unresolved and the parent/guardian wishes to pursue the matter further s/he should lodge the complaint in writing with the chairperson of the board of management
2. The chairperson should bring the precise nature of the written complaint to the notice of the teacher and seek to resolve the matter between the parties within five days of receipt of the written complaint.

9.0 Stage 3

1. If the complaint is not resolved informally, the chairperson should, subject to the general authorisation of the board and except in those cases where the chairperson deems the particular authorisation of the board to be required.
2.
 - a) supply the teacher with a copy of the written complaint; and
 - b) arrange a meeting with the teacher and, where applicable, the principal teacher with a view to resolving the complaint. Such a meeting should take place within 10 days of receipt of the written complaint.

10:0 Stage 4

If the complaint is still not resolved the chairperson should make a formal report to the board within 10 days of the meeting referred to in 3(b).

If the board considers that the complaint is not substantiated the teacher and the complainant should be so informed within three days of the board meeting.

If the board considers that the complaint is substantiated or that it warrants further investigation it proceeds as follows:

- a) the teacher should be informed that the investigation is proceeding to the next stage;
- b) the teacher should be supplied with a copy of any written evidence in support of the complaint;
- c) the teacher should be requested to supply a written statement to the board in response to the complaint;
- c) the teacher should be afforded an opportunity to make a presentation of case to the board. The teacher would be entitled to be accompanied and assisted by a friend at any such meeting;
- d) the board may arrange a meeting with the complainant if it considers such to be required. The complainant would be entitled to be accompanied and assisted by a friend at any such meeting; and
- e) the meeting of the board of management referred to in (d) and (e) will take place within 10 days of the meeting referred to in 3(b).

11:0 Stage 5

1. When the board has completed its investigation, the chairperson should convey the decision of the board in writing to the teacher and the complainant within five days of the meeting of the board
2. The decision of the board shall be final.