

The best possible start to a lifelong education



Communications Policy

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Communications Policy

1 Introduction

- 1.1 Good communication between the school and the home is essential. Children achieve more when schools and parents work together. Parents can help more if they know what the school is trying to achieve, and how they can help.
- 1.2 In our school we aim to have clear and effective communications with parents and the wider community. Effective communications enable us to share our aims and values through keeping parents well informed about school life. This reinforces the importance of the role that parents play in supporting the school in educating their children.
- 1.3 We communicate with parents through a range of different strategies. Some of our communications are the result of a statutory requirement, others reflect what we believe is important to our school.

2 Home-School Agreement

- 2.1 Our Home-School Agreement has been in place since September 1999. It is a requirement of the School Standards and Framework Act 1998. It explains the school's aims and values, the school's responsibilities towards the children, the responsibilities of parents, and what the school expects of the children. We ask parents to sign this agreement when their child starts in our school.
- 2.2 The Agreement covers the standard of education in our school, the ethos of the school, our expectations on attendance and good behaviour, and our expectations about homework. Our governing body reviews the Agreement annually, and publishes the details of this review in the governors' annual report to parents.

3 Annual written report to parents: children's achievements

- 3.1 Each year we provide a written report to parents on each child's progress in the various areas of learning of National Curriculum subjects and the LNF . This report also identifies areas of strength and areas for future development. In our school we ask the children to comment on their own progress, and parents to make a similar comment. We also give children in Year 2 and Year 6 the details of their performance in the national tests, and details of national comparative performance in the national tests.
- 3.2 As well as receiving the annual written report, parents meet their child's teacher each term for a private consultation. This gives parents the opportunity to celebrate their child's successes and support the child with any areas of development. Parents are able to look at their child's work during these meetings. We encourage parents to contact the school if any issues arise regarding their child's progress or well-being.

4 Governors' annual reports to parents

- 4.1 During each school year the governing body publishes an annual report for parents. This can be at any point during the school year. The governors hold a

meeting for parents at which the report is discussed. The report must contain information relating to:

- details of the annual meeting;
- action taken on resolutions made at the last annual meeting;
- details of the membership of the governing body and any vacancies;
- pupil attendance information;
- a statement on the progress of the action plan following the last Ofsted inspection;
- budget details;
- school security information;
- admission arrangements for children with disabilities and the arrangements to ensure that these children are not treated less favourably than other children;
- information about the progress of the school's SEN policy;
- a summary of the school's national test results;
- the school's targets for Key Stage 2 assessments;
- information on the professional development of staff.

5 School prospectus

- 5.1** The school prospectus contains a range of specified information that gives parents a full picture of provision at our school. We update this for each school year.

6 Public access documents

- 6.1** The school makes available a range of documentation for parents. We keep a master set in the school office, and we make this available on request. It contains copies of all school curriculum policies, minutes of governing body meetings and copies of policies that the governing body are required to have in relation to charging and remissions, sex education, health and safety, curriculum, performance management, admissions and action planning following inspection. It also contains a range of national and LEA documentation.

7 Home-school communications

- 7.1** We send a newsletter to parents at the end of each school week. It contains general details of school events and activities. Parents expect the newsletter and appreciate the regularity of the contact. We send other letters of a general nature when necessary.
- 7.2** At the beginning of each half-term all teachers write to the parents of the children in their classes with details of the work to be covered during the forthcoming half-term. We invite parents to support their child's work through a range of suggested activities to be shared with the child at home. We also invite parents to take part in the educational visit that is linked to the work.
- 7.3** Children in all classes have a home-school diary. This enables parents to record a wide range of information that they share regularly with the teacher. Teachers use the home-school diary to record homework assignments, and as a regular channel of communications with parents.

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- 7.4** The school encourages parents to share any issues about their child at the earliest opportunity. Teachers see parents immediately, if at all possible. Where this is not possible, the parent makes an appointment. We allow many parents to take the opportunity to have a word with the teacher when they bring/collect their child from school.
- 7.5** We arrange termly curriculum meetings for parents. These are evening meetings that explain areas of our curriculum. We hold a meeting for new parents each June and a meeting for Year 2 and Year 6 parents in March about the national tests. The residential visit that Year 6 children make to [xxxx] involves a number of meetings for parents. These are related to the planning and content of the visit and a post-visit review.
- 7.6** If a child is absent from school, and we have had no indication of the reason, we contact a parent by telephone, if possible, to find out the reason for the absence.

Signed:

Date: