

Communication Policy

This policy has been developed through consultation with parents and other stakeholders. Feedback has enabled us to identify the most effective communication processes to link home and school.

Clear and effective lines of communication between home and school are essential to good relationships between staff and parents. They enable pupils to receive continuity of education, care, support and management across home and school. At this school, communication takes place predominantly through the conversations between parents and staff at the beginning and end of the school day.

Our school has adopted additional forms of communication to link home and school. This includes the use of IT communication systems and the deployment of staff who have English as an additional language.

Personal Contact details

The school holds emergency contact details for all pupils. Parents are contacted on an annual basis to ensure that these are updated. Families are encouraged to alert the school immediately if contact information needs to be revised. Depending on the nature of the communication, the school will use the most practicable means to contact a parent/carer.

Verbal communication

Daily communication between parents and staff is considered desirable, though not always possible, for example, with working parents. Daily communication can provide essential information about curriculum, progress, health and behaviour. Staff are available to chat briefly with parents at the beginning and end of each day. If a parent requires a more in-depth conversation, a more formal meeting is arranged.

Parents are invited to attend an informal 'welcome' meeting at the beginning of the school year. During this meeting, staff introduce themselves and talk about classroom routines, curriculum and remind parents about key school policies, for example, uniform and jewellery,.

All parents are invited to attend formal parent/teacher interviews in the Autumn and Spring terms. At these meetings, individual children's progress and targets are discussed.

Written communication

On admission to school, each child is given a book bag and a Home-School Link Book.

Agreed by staff and Governors: Spring 2013

Date of review: Spring 2016

This book provides a link between home and school. Staff may use it to inform parents of current reading sessions and other day to day messages. Parents are encouraged to use it to keep in contact with staff and record when they read with their child.

Letters are sent out to families through the children's book bags. Parents are requested to check their child's book bag on a daily basis. More formal letters are occasionally sent through the post.

Each half term parents receive a newsletter from the Head Teacher and a newsletter and curriculum overview from their child's class teacher. The overview identifies the focus of the current topic and identifies how parents can support their child's work at home.

Electronic communication

The school subscribes to 'School Comms', where school can contact parents by text and/or e-mail. This system may be used to contact a parent to check a child's absence, to inform a group of parents of a meeting, or to contact all parents in the event of an emergency school closure.

Telephone calls will be made where immediate contact with a family member is required, e.g., in the event of an accident or an incident. A member of the Office staff will call the first named emergency contact as listed. Where no contact is made, a call will then be made to the second named contact. In the event that no live contact can be made, the member of staff will either leave an answer phone message (ascending order as before) or ensure that repeat calls continue to be made to the contact numbers.

Parents and children are encouraged to use the school website, which includes information about term dates, curriculum and school policies, as well as activities for the children.

Staff and Governors use email to communicate beyond day to day messages. The school also subscribes to OpenHive, which has forum pages and document libraries for staff and Governors. It is anticipated that this will be developed to include parents and children.

This school operates an open door policy. Parents are welcome to visit the school to discuss their child's progress, ask questions, request support or to have the opportunity to talk about their child/home issues with either the child's class teacher or the Head Teacher.

The Head Teacher and her staff are responsible for implementing and monitoring this policy.

It will be reviewed on a rolling 3 yearly programme by the Finance and General Purposes sub committee of the Governing Body.