

Slimbridge Primary School Communications Policy (Home – School)

Rationale

Good communication between the school and the home is essential. Children achieve more when schools and parents work together. Parents feel more engaged if they know what the school is trying to achieve, and how they can help.

In our school we aim to have clear and effective communication with parents and the wider community. Effective communication enables us to share our aims and values through keeping parents well informed about school life. This reinforces the importance of the role a parent plays in supporting the school in educating their children.

We communicate with parents through a range of different strategies. Some of our communications are the result of statutory requirement, others reflect what we believe is important to our school.

Home-School Agreement

Our Home-School Agreement is renewed annually by each class in September and shared with parents. 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 Reception parents to sign this agreement when their child starts in our school.

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 (where appropriate). This is shared with our Governing Body and published on the website.

Annual written report to parents: children's achievements

Each year we provide a written report to parents on each child's progress in the various areas of learning of National Curriculum subjects. This report also identifies areas of strength and areas for future development. We also give children in Years 2 and 6 the details of their performance in the national tests and details of national comparative performance in the national tests.

As well as receiving the annual written report, parents have the opportunity to meet their child's teacher in terms 2 and 4 for a private consultation. This gives parents the chance 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 at a suitable time if any issues arise regarding their child's progress or well-being before it becomes a "problem". Where children have "Additional Needs" parents have an opportunity to meet teachers in Terms 1, 3, 5 to discuss progress targets and interventions the school is using.

Governors' annual reports to parents

During each school year the Governing Body publishes an annual report for parents. This can be at any point during the school year but it is usually in the Summer Term. 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.

School prospectus, New Parents Information and Website

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 and a copy is maintained on our school website

The school produces an information leaflet for new parents with information on Reception.

The school website (<http://slimbridgeprimaryschool.org.uk>) is extensive and provides information, resources and links to help children learn and support parents with the education of their children including homework for classes 3, 4 and 5.

Public Access documents

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.

Home-school communications

Home – school communications take a number of form below are listed the most commonly used form:

a fortnightly newsletter to parents. 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. Where possible letters are also emailed directly to parents.

- At the beginning of each term all teachers write to parents of the children in their class with details of the work to be covered and targets during the forthcoming term. Parents are invited 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 any educational visit that is linked to the work. These letters are posted on the class pages of the website.
- In Early Years parents are encouraged to share development and progress with staff through the Tapestry website. Teachers will use the same vouchers to record and share development.
- All children have reading diaries and parents are encouraged to communicate with teachers through this medium when it is not possible to talk directly.
- Children with additional needs have a home-school diary. This enables parents to record a wide range of information that they share regularly with the teacher.
- The school encourages parents to share any issues about their child at the earliest opportunity. For minor issues and queries we encourage parents to take the opportunity to have a word with the teacher when they bring/collect their children from school. For any issues teachers will endeavour to see parents immediately if possible. Where this is not possible, the parent is requested to make an appointment to meet the teacher at the start or end of the school day.
- Regular Parent meeting – Regular parent meeting are arranged throughout the year and will cover a range of topics including
 - regular curriculum meetings for parents. These are meetings that explain areas of our curriculum.
 - We hold a meeting for new parents each June and September/October.

- The residential visit that Year 6 children make in the summer term involves a number of meetings for parents. These are related to the planning and content of the visit.
- We hold a Year 6 meeting to discuss the Statutory Tests in Term 3/4.
- If a child is absent from school, and we have had no indication of the reason, we contact a parent by telephone to find out the reason for the absence (see Safeguarding Policy).

Emergency Contacts

The school keeps an up to date list of emergency phone numbers used to contact parents when a child is ill.

In the event of school closure during the school day emergency phone number will be used to inform parents to collect children at the earliest possible opportunity.

If the closure is outside of the school day due to bad weather, heating failure or any other health and safety issues parents are informed that they should tune into local radio stations for information and updates.

The school website will also be used, whenever possible, to pass on this information.

This policy was reviewed September 2017.