

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 Written reports to parents: children's achievements

- 2.1 In February and June we provide a written report to parents on each child's progress in the various areas of learning. This report also identifies areas of strength and areas for future development. We also give parents of 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.
- 2.2 As well as receiving these written reports, 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.

3 School prospectus

- 3.1 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.

4 Public access documents

- 4.1 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.

5 Home-school communications

- 5.1** The school website contains a weekly newsletter. 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. Parents are invited into school several times during the academic year to attend assemblies. The school website and a DB Primary network give a lot of information to parents. Our Parents forum meets each half term to which all parents are invited. We also have a record of email contacts to use with parents.
- 5.2** At the beginning of each term all teachers upload class plans to the school website with details of the work to be covered during the forthcoming term. This communication can be viewed on "Class plans" on the web site. 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.
- 5.3** The school encourages parents to share any issues about their child at the earliest opportunity. Parent makes an appointment. We are able to allow many parents to take the opportunity to have a word with the teacher when they bring/collect their child from school.
- 5.4** 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.