

Communication Policy

This policy is a whole school policy including EYFS

Please read alongside Remote Learning Policy in light of restrictions due to Covid-19

A detailed and ongoing risk assessment has been completed to take into account government guidelines and statutory requirements regarding Covid-19. With this in mind changes to procedures may occur due to identified risks.

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 School/Parent Terms and Conditions of Admission

- 2.1 The term and conditions of the school parent contract explains the school's responsibilities towards the children, the responsibilities of parents, and what the school expects of the children. Parents are required to sign this contract prior to their child starting in our school.

3 Written report to parents

- 3.1 Each year we provide a written report to parents on each child's progress in all areas of learning at the end of the Summer term. This report also identifies areas of strength and areas for future development. Children in the main school also receive two interim reports. Children in the Nursery receive an interim report in January.
- 3.2 As well as receiving the written reports, parents meet their child's teacher three times a year 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. **Due to Covid – 19 this has not happened since March 2020**

4 Annual review – Sadly due to Covid-19 this did not happen in 2020

- 4.1 Usually the school produces an annual review for parents.

This includes information relating to:-

- A review of the last year
- Achievements of children
- Plans for the forthcoming year
- Information on staff.

5 School prospectus, website and social media

5.1 The school prospectus, website and social media contains a range of specified information that gives parents a full picture of provision at our school. These are updated regularly.

6 Access to documents

6.1 The school policies are freely available to parents and can be viewed readily in an easily accessible place within the school and on the website.

7 Home-school communications

7.1 We aim to send a newsletter to parents every week, except the last week of the year, this only changes in exceptional circumstances, via email and from the office if requested. These are also available on the website. They contain general details of school events and activities. We also send out a termly Calendar of Events detailing forthcoming school activities, holiday dates and club activities. Communications are sent using ParentMail.

7.2 Parents receive details of the work to be covered during the forthcoming term or half-term from class teachers. In this way we invite parents to support their child's work.

7.3 Children in all classes have either a learning journal/home school diary or reading record. This enables parents and teachers to share in the child's reading development and also acts as a regular channel of communications.

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.

7.5 We meet with new parents and children to explain our school operation and to answer any questions they may have. We also send new parents a commencement pack so that they are fully informed as to our procedures before their child starts school.

7.5 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.

7.6 We invite parents to help in school. We regularly invite parents into the class to see the work their child is involved with and to see them perform in class assemblies and school productions.

7.7 We seek our parents' views on the school with an annual questionnaire.

7.8 Parents of children registered to join the nursery are invited to parent and toddler' session with their child/ren.

Springmead School

Date: 04/01/2021
Review period: 1 year

7.9 Parents with babies are encouraged to come along to our *Baby Explore!* sessions

8 Monitoring and review

8.1 This policy is the Principals' ongoing responsibility and its effectiveness is reviewed annually in consultation with the staff.

Signed Principal:



Date: 4.1.21