



## DEANESFIELD PRIMARY SCHOOL

### Communication Policy

At Deanesfield, we believe that good communication between 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.

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 reflects our belief that children learn best when parents and school work closely together.

These are our principles:

- Communication with stakeholders, particularly parents, is a core part of what we do, not an afterthought.
- We will always try to share as much information as possible about any issue.
- If we cannot share information we will explain why.
- We will endeavour to work as transparently as possible by offering clear explanations for major decisions.
- We aim to communicate in a timely fashion and try to avoid parents receiving information about the school from other sources first.
- We aim to communicate in a voice which is courteous and jargon free.
- Where information relating to school is available in the public domain, we will direct people to it.
- We acknowledge that some information is of a confidential nature and will always respect that confidentiality.
- Where possible we provide communication to the wider school community through the school website.

#### **Strategies**

We use a range of methods to communicate with parents. Some of our communications are the result of a statutory requirement; others reflect what we believe is important to our school:

#### **Talking with staff**

Class teachers are usually available for a quick word at the end of the school day. However, if you need to talk with the class teacher in more detail, please make an appointment for a telephone conversation or a meeting in person, as talking at length without prior arrangement is not always possible due to staff meetings, clubs and other after-school commitments.

#### **Meetings**

There are a number of meetings through the year which provide opportunities to discuss current developments in the school:





- **New Parents** – we hold two meetings for new parents each July. The first is for Nursery parents/carers. The second is for new children going into Reception. The school also organises a coffee morning for new parents at the start of the Autumn term which is a social opportunity for parents to meet each other and members of the School Leadership Team, as well as representatives of the school PTA and the office team.
- **Home Visits** - The EYFS team make home visits in the Autumn and Spring terms for Nursery and Reception pupils to share information with new parents and to complete on-entry records which contain information about the child.
- **Transition meetings** – we hold transition meetings for children moving from Nursery to Reception in July.
- **Residential Trips** – trip leaders will organise a meeting for parents in advance, to provide detailed information about all aspects of the trip.
- **Coffee mornings** – these occur termly and will always have a specific focus, such as behaviour, SEND, uniform etc.

### **Website**

The school website [www.deanesfieldschool.org.uk](http://www.deanesfieldschool.org.uk) is regularly updated with information about the school, including up to date policies, current news about what is happening in school and news of any changes to routine. The school calendar can also be found on the website and is regularly updated. Staff lists and responsibilities can be found on the school website in the About Us menu/Our School page.

### **E-Mail Communication**

The school uses the ParentPay system as a method of e-mail communication. Parents are asked to indicate their preferred method of communication at the beginning of each academic year and/or on admission into the school. If email is chosen as the preferred method then newsletters, whole school and group letters will be sent electronically, wherever possible, replacing paper copies.

*Current practice – Parents are asked to provide a valid email address when their child starts school.*

### **Text/SMS Communication**

*The school uses the ParentPay system as a method of text message communication. Parents are asked to provide a mobile phone number when their child starts school. Text messaging is used to communicate information to parents on an ad hoc basis.*

### **Weekly newsletter**

Our 'Friday Flyer' newsletter contains information and photographs of school events, reminders for parents or news and events from the local community. It is available to read or download from our school website each Friday afternoon.





### **School communication to parents and carers**

Copies of letters sent home are kept in the school office; they can also be viewed or downloaded from the school website within the Parents Menu/Letters home page. Details of the protocol for communicating with parents and carers via text and email are provided in appendix 1.

### **Notice boards**

There are large notice boards near each entrance to the school and by the main Nursery entrance which detail events and notices as well as the current copy of the weekly newsletter.

### **Pupil Progress Days and school reports**

Parents are expected to show an interest in the school's teaching methods and in their child's progress by attending Pupil Progress Days and Curriculum related workshops and by reading their child's reports.

We do encourage parents to contact the school at any time if any issues arise regarding their child's progress or well-being, we also provide three formal opportunities to meet one to one with the class teacher during the academic year. The first meeting is midway through the Autumn Term and identifies strength and targets for future development. The targets are recorded for parents to take away as a tool to support the learning partnership between school and home. Parents are invited to meet with their child's teacher again during the Spring and Summer terms to review their child's progress towards the targets and again the updated targets are shared in writing with the parents. Parents are able to view their child's work during these meetings. Parents will be given information and advance notice about such events in the newsletter and/or on the website.

At the end of the Summer Term children will receive an end of year written report and parents can subsequently arrange to meet with teachers if there are any concerns. In our school we ask the children to comment on their own progress, and parents to make a similar comment using the annual report format.

### **Home School Agreement**

Our home-school agreement 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.

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.

### **Staff communication with parents**

At the beginning of each term all teachers will share a summary of their curriculum plans via the curriculum newsletters. This enables parents to support their child's work through a range of





suggested activities to be shared with the child at home. These are also made available on the school's website on the Parents menu/Our Curriculum & Learning page.

Children in Year groups 1 to 6 have a personal organiser which enables parents to record comments and class teachers to communicate achievements and targets. In Year groups 4, 5 and 6 pupils are also invited to make/respond to comments about their home/school learning. This book should be the parents/carers primary source for written communication between home and school. Across EYFS communication is done face to face as and when needed, particularly at the end of session for Nursery or end of the day for Reception.

#### **Public access documents**

The school makes available a range of documentation for parents on our website. Master copies are also kept in the school office and we can make this available on request. This includes policies and minutes of governing body meetings. A copying charge may be levied where requests for printed materials are made.

#### **Conclusion**

Good communication is vital to home-school partnership. The raising of standards cannot be achieved without such a partnership.

