



“Show me your way, Lord teach me your paths.” Psalms (25.4)

POLICY STATEMENT - COMMUNICATIONS

INTRODUCTION:

Good communication between Almondsbury CE Primary School and the home is essential. Children achieve more when the school 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 reinforces the importance of the role that parents play 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.

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 or the Foundation Stage. This report also identifies areas of strength and areas for future development. In our school we ask the parents to make a comment on the progress of their child. We also give 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. As well as this, children in EYFS receive assessments against the EYFS framework and pupils in Year 1 receive their Phonics outcomes. Those in Year 2 who are required to, retake this assessment. Also, those pupils in Year 4 who sit the Multiplication Tables Check receive their scores. All results of these are reported to parents.

As well as receiving the annual written report, parents meet their child's teacher for a private consultation in the Autumn and the Spring terms. In the Summer term the children invite their parents to a Celebration Afternoon. 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.

SCHOOL WEBSITE

The school website is the main portal for communicating with the parents, local and wider community. The information on the website is updated constantly to maintain its freshness. The weekly newsletters, news from school and other general letters are all posted on the website. Each class has a page with regular posts of their activities.

There is also information relating to the performance of the school at the end of each key stage, on how we spend Pupil Premium funding, Sports Funding and how the curriculum is organised. These elements are required by the DfE.

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. These documents are all posted on the school website as well. It also contains a range of national and LA documentation. We follow the Freedom of Information Act 2008 as well as the GDPR guidance and act from 2017.

HOME-SCHOOL COMMUNICATIONS

We send a weekly newsletter to parents either via email or paper copy depending on parental choice. It contains general details of school events and activities. Parents appreciate the regularity of the newsletter and the communication. We send other letters of a general nature when necessary.

Text messages are regularly sent out to parents on a number of issues including reminders, dinner money payments, class requests and events, etc.

At the beginning of each term all teachers write to the parents of the children in their classes with details of the work to be covered during the forthcoming term. 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.

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. We allow many parents to take the opportunity to have a word with the teacher when they bring/collect their child to/from school.

We hold a meeting for new parents each June. There is a meeting for year 6 parents relating to the end of key stage assessments and the residential activity week. We also arrange meetings for parents on such topics as Drugs, Sex and Relationship Education and E-safety. Other subject workshops take place offering parents an insight into the teaching and learning that takes place in school such as English, Maths, Computing and e-safety, Science and MFL evenings.

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.

This policy needs to be read in line with the Keeping Children Safe in Education guidance as well as the school's policies on Social Media usage and Appropriate use of IT to communicate.

Reviewed September 2023
Next review September 2025?