

# **BRIZE NORTON PRIMARY SCHOOL**

## **Communications Policy**

### **Introduction**

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. We partly rely on children to distribute letters and information to parents and hope parents will read and keep them. We rely on parents to ask children and look in school reading bags or to check e-mails for written communications.

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 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 a statutory requirement, others reflect what we believe is important to our school.

### **1. Home School Agreement**

Our Home-School Agreement is a requirement of the School Standards and Frameworks 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 school and for children to be aware of it (Older children are asked to sign the agreement). We send a copy of the Agreement home to parents at the start of each academic year. 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.

### **2. 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 the National Curriculum subject or Early Learning Goals. This report also identifies areas of strength and areas for future development. We also give children in Year 2 and 6 the details of their performance in the national assessments.

As well as receiving the annual written report, parents meet their child's teacher each term for a discussion. This discussion with the class teachers 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 Profile**

The governing body provide a School Profile annually. This report gives information on the school's achievements over a twelve month period and the areas for school improvement. It is accessed online or from the school office.

#### **4. School Prospectus**

The school prospectus contains a range of specified information that gives parents a full picture of provision at our school. This is updated annually.

#### **5. Public access documents**

The school has available a range of documentation for parents. Many of these documents are available on the school website or from the school office. The office keep a masters set of all documents including school curriculum policies, minutes of governing body meetings and copies of policies that the governing body are requested to have in relation to charging and remissions, sex education, health and safety, curriculum, performance management, admissions and action planning following inspection.

#### **6. Home-school communications**

We send at least one newsletter to parents each school month (normally the first Wednesday). This newsletter contains general details of school events and activities. We send other letters of a general nature when necessary.

At the beginning of each term all teachers write to parents of the children in their classes with details of the work to be covered during the forthcoming half-term. Through this we invite parents to support their child's work. Children in all classes have a home-school reading record. This enables parents to record reading and other information with the teacher.

The school encourages parents to share any issues about their child at the earliest opportunity. We have an open door policy, welcoming parents in before and after school. Teachers see parents immediately, if at all possible. Where this is not possible, the parent makes an appointment. We encourage parents to take the opportunity to have a word with the teacher when they bring/collect their child from school.

We also arrange curriculum meetings for parents each term. These are evening meetings that explain areas of the curriculum. We hold a meeting for new parents in May each year. Any residential trip for children in Year 5 and 6 would involve a parent information meeting relating to planning and content of the visit.

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.

The school website provides information about school events and activities. It contains all recent newsletters and school policies. Parents also have the option to receive all letters electronically via e-mail. A parent's notice board is located in the main playground and contains all up to date information.

June 2008