



COMMUNICATIONS POLICY

Archibald First School

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.

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, whilst others reflect what we believe is important to our school. All written communication will be in English unless specifically requested on a Pupil Information sheet which is completed by parents when their child is first admitted to Archibald First School.

Home-School Agreement

Our Home-School Agreement has been in place since September 1999. It 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, and publishes the details of this review in the governors' annual report to parents/carers.

Annual written report to parents/carers: 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. This report also identifies areas of strength and areas for future development. We ask parents to make a comment on the report. We also give children in Year 2 the details of their performance in the national tests, and details of national comparative performance in the national tests.

As well as receiving the annual written report, parents are invited to meet their child's teacher twice a year for a private consultation. Parents are also welcome to discuss reports in the Summer Term. 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.

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School Prospectus

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.

Public Access Documents

The school makes available a range of documentation for parents including a range of national and Local Authority documentation.

Home–School Communications

We send regular newsletters to parents and letters of a general nature when necessary. We also have a school website which is updated regularly.

At the beginning of the term we send details of the work to be covered.

Children in all classes have a reading diary. This enables parents to record a wide range of information that they share regularly with the teacher.

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. There are opportunities at the start and end of the school day for parents/carers to have a brief chat with staff.

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.

Monitoring and Review

This policy was reviewed and agreed by the Governing Body. We are aware of the need to review the Communications Policy regularly. The policy will be formally reviewed every 2 to 3 years by the Leadership Support Committee.

Date of last review: Autumn 2015

Date of next review: Autumn 2018