Communications with Parents & Carers at Akaal Primary

Approved by Trustees –May 2015

Date Reviewed – Jan 2018

Date for Review – March 2020

1   Rationale

1.1   Schools have many lines of communication to maintain good relationships with parents and carers, with other schools, with the community, with outside agencies, and within the school. Good communication between the school and the home is essential, and children achieve more when schools and parents/carers work together. Parents and carers can naturally help more if they know what the school is trying to achieve.

2   Aims and objectives

2.1   **In our school, we aim to have clear and effective communications with all parents and carers and with the wider community.** Effective communication enables us to share our aims and values through keeping parents and carers well informed about school life. This reinforces the important role that parents and carers play in their child's education and in supporting the school.

2.2   We have various methods for communicating with parents and carers. Some of our communications are in accordance with a statutory requirement while others simply reflect what we believe is best practice.

2.3   We try to make our written communications as accessible and inclusive as possible. We use an easy-to-read font, and add pictures wherever appropriate. We seek to avoid bias, stereotyping or any form of racial discrimination. We wish to recognise and celebrate the contributions made to our society by all the cultural groups represented in our school.

3   Communicating about children's achievements

3.1   We encourage parents and carers to contact the school immediately if any issues arise regarding their child's progress or well-being. **Informal discussions** can be held with staff before or after school. Or a phone call, e-mail or written note can help the staff understand what may be troubling a child. Similarly, staff will contact parents to discuss any concerns they may have.

3.2   Parents and carers meet their child's teacher formally in November and March for a private **Parents' Consultation**. This gives parents the opportunity to celebrate their child's successes and to support their child in areas where there is a particular need for improvement or if there are any concerns about their social or personal well-being. Parents and carers are able to see their child's work during these meetings.

3.3   We provide a written **Annual Report** in July each year to each child's parents or carers on the child's progress in the various National Curriculum subjects and in aspects of their social and personal development. This report identifies areas of strength and areas for future development. In our school, we ask the children to comment on their own progress (depending on their age) and we ask parents and carers to comment as well. Parents are offered a meeting with their child's teacher if they wish to discuss the contents of the report.

3.4   If children have special educational needs (SEND), or if they are making less than the expected progress, it is helpful to meet with parents and carers more regularly. If parents attend **SEND meetings**, there is the opportunity to review the impact of support being offered and the progress being made by the child.

3.5   We welcome the presence of any other adult the parent wishes to invite to a school meeting to act as a **supporter or interpreter**. We will also make any reasonable adjustments to our arrangements if this will enable a parent with a disability to participate fully in a meeting at our school, or to receive and understand a communication.

4   Electronic communication

4.1   We use **e-mail** frequently when communicating with parents, both individually and as groups.

4.2   The **website** includes all statutory documentation and a range of policies and procedures used in the school.   It also includes newsletters, details of upcoming events and other key dates.

4.3   The school issues information and reminders using **texts** sent to relevant groups of parents.

4.4   The Akaal **Facebook Page** is available and encourages parents to interact with news coming from the school.

4.5   We regularly **phone** parents to seek or clarify information. This includes checking reasons for non-attendance if the school is unaware of the circumstances as part of our Attendance Monitoring procedures. This routinely is done on the first day of absence.

5.   Written communications

5.1   We send **newsletters** to parents and carers every two weeks by e-mail or as paper copies, depending on preference. They contain general details of recent and upcoming school events and activities. The newsletter is also available on the school website.

5.2   We send **other letters** to parents as becomes necessary both from the school and from external agencies with a legitimate interest in communicating with parents of the school. Letters will be issued outlining plans for educational visits or class events to keep parents informed and help them prepare their child for these experiences.

5.3   At the beginning of each term, all teachers write to the parents or carers of the children in their classes with details of the **work to be covered** during the forthcoming term. We invite parents and carers to support their child's work through a range of suggested activities to be shared with the child at home.

5.4   Children in all classes have a **reading record**. This can be used by parents and carers to record their child's reading activity at home.

5.5   The school encourages parents and carers to share any **issues or concerns** about their child at the earliest opportunity. Parents and carers have the opportunity to have a word with the teacher when they bring their children to school, or when they collect them after school as all teachers are present to receive and dismiss their classes on most days. Where it is not possible to discuss a concern immediately, the parent will be offered an appointment.

6.   Parents are welcome in school

6.1   We invite parents and carers into the school to share children's learning on a particular themes as part of our termly **Learning Challenge** presentations.

6.2   We also hold regular **assemblies** to which parents of one or more groups of children are invited.

6.3   We hold an **induction meeting** for new reception parents/carers each June.

6.4   During year, the school plan to run an increasing number of **workshops for parents** on a range of topics to develop their understanding of the curriculum and how they can support their child at home.   Currently, a workshop explaining Year 2 SATs is run.

7   Sharing information with other schools and outside agencies

7.1   The school recognises its responsibilities under the **Data Protection Act** to safeguard any individuals' data.

7.2   We hold information on pupils in our school, and from time to time we are required to pass some of this information to others for educational purposes. Details have been sent to parents and carers about the types of data we hold, why we hold that data, and who we may pass it on to. This is a requirement under the Data Protection Act. Parents and carers have a right to view the information we hold, and we have contact details of the agencies to which our information is passed.

7.3   The school will also share information it has about a child if such enquiry relates to a safeguarding matter and is required by a medical or social work professional or legal representative.

8   Use of digital images

8.1   The use and storage of children's images in school is subject to the school's *Use of Photo & Images Policy.*   Photographs are used in and around the school for many purposes, records of practical work (eg art or technology projects) and records of important school events.

8.2   We may use photographs of children or their work when communicating with parents/ carers and the wider community, in newsletters or on the school website. The local or national press may sometimes publish photographs of children participating in events at school.

8.3   The policy ensures no image is used outside the school without parental permission and that images on public facing platforms do not identify the child.   Parents may opt out of their child's image being used in external media.

9   Monitoring and review

        This policy will be regularly monitored, and will be reviewed every two years, or earlier if required.

This policy should be read in conjunction with our Internet Safety Policy, Photos and Images Policy and our Safeguarding policy.