

St. Peter's School



Raunds

Communications Policy

1 Introduction

- 1.1** 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.
- 1.2** 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.
- 1.3** 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.

2 Home-School Agreement

- 2.1** 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.
- 2.2** 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 regularly.

3 Annual written report to parents: children's achievements

- 3.1** 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 also give parents of pupils in Year 6 the details of their performance in the national tests, and details of national comparative performance in the national tests.
- 3.2** As well as receiving the annual written report, parents meet their child's teacher in the Autumn and Spring term for a private consultation. 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

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meetings. We encourage parents to contact the school if any issues arise regarding their child's progress or well-being.

4 Governors' annual reports to parents

4.1 During each school year the governing body publishes an annual report for parents. This usually happens at the end of the Summer Term . The governors hold a meeting for parents at which the report is discussed. The report must contain information relating to:

- details of the annual meeting;
- details of the membership of the governing body and any vacancies;
- pupil attendance information;
- a statement on the progress of the action plan following the last Ofsted inspection;
- budget details;
- school security information;
- admission arrangements for children with disabilities and the arrangements to ensure that these children are not treated less favourably than other children;
- information about the progress of the school's SEN work and policy;
- a summary of the school's national test results;
- the school's targets for Key Stage 2 assessments;
- information on the professional development of staff.

5 School Handbook (Prospectus)

5.1 The school handbook contains a range of specified information that gives parents a full picture of provision at our school. We update this for each school year.

6 Public access documents

6.1 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. It also contains a range of national and LEA documentation.

7 Home-school communications

7.1 We send a newsletter to parents at the end of each school week. It contains general details of school events and activities. Parents expect the newsletter and appreciate the regularity of the contact. The newsletters are either sent by "pupil post" or email depending on parental choice. We send other letters of a general nature when necessary.

7.3 Children in Y5/6 classes have a home-school diary. Pupils use the home-school diary to record homework assignments, and these can also be used as a channel of communications with parents.

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- 7.4** 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 collect their child from school.
- 7.5** We hold a meeting for new parents each June and a meeting for Year 2 pupils who will be joining us in the following September.
The Year 6 children's annual residential visit involves a meeting for parents to discuss the planning and content of the visit.
- 7.6** 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.

Signed:

Date: