

Turton & Edgworth



C.E.M.P.S.

## Communications Policy

Compiled by:	Office
Presented to staff:	1 <sup>st</sup> February 2012
Presented to Governors:	1 <sup>st</sup> February 2012
Presented to Parents/Carers/Carers:	1 <sup>st</sup> February 2012
To be reviewed next:	Every two years or sooner if required
Review dates:	October 2025
Amendments:	October 2023 - added Face Book as a method of showcasing events. Sentence added at 6.6

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"I came that they may have life and life in all its fullness" (John 10:10)*

## 1 Introduction

**1.1** Good communication between the school and the home is essential. Children achieve more when schools and parents/carers work together.

**1.2** In our school we aim to have clear and effective communications with parents/carers and the wider community. Effective communications enable us to share our aims and values through keeping parents/carers well informed about school life. This reinforces the importance of the role that parents/carers play in supporting the school in educating their children.

**1.3** We communicate with parents/carers 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.

**1.4** If a child is absent from school, and we have had no indication of the reason by 09.30am, in order to fulfil our safeguarding duties, we will contact a parent/carer or other adult listed as a contact by telephone, if possible, to find out the reason for the absence.

## 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/Carers, and what the school expects of the children. We ask parents/carers 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.

## 3 Reporting to parents/carers

**3.1** Each year, in the summer term, we provide a written report to parents/carers on each child's progress in the various areas of learning. This report also identifies areas of strength and areas for future development. Children are also asked to think about their own progress, and parents/carers can make a comment. We also share the phonics screening result to Year 1 families and SATs results to Y2 and Y6 families.

**3.2** As well as receiving the annual written report, parents/carers have the

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opportunity to meet their child's teacher twice a year at parents/carers' evenings. Parents/carers are able to look at their child's work during these meetings.

**3.3** An open meeting is also held at the beginning of each year where parents/carers meet their child's teacher. Here, the teachers outline the key areas which will be covered in the forthcoming year with details of the work to be covered. PE days, the behaviour policy, expectations and uniform, etc. are also shared. We invite parents/carers to support their child's work through a range of suggested activities to be shared with the child at home.

**3.4** Children in all classes have a home-school link and reading record book. This enables parents/carers to record a wide range of information that they share regularly with the teacher. Teachers may use the afore mentioned book as a regular channel of communication with parents/carers.

## **4 School prospectus**

**4.1** The school prospectus contains a range of specified information that gives parents/carers a full picture of provision at our school. We update this for each school year and it can be found on the school website.

## **5 Public access documents**

**5.1** The school makes available a range of documentation for parents/carers. We keep a master set in the school office, and we make these available on request. It contains copies of all school curriculum policies, minutes of full 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 Local Authority documentation.

## **6 Home-school communications**

**6.1** We send a newsletter by email to parents/carers at the end of each calendar month. It contains general details of school events and activities. We may also send other letters of a general nature when necessary, also by email. The texting system is used for reminding parents/carers of events, chasing up outstanding money or emergency school closure. Parents/carers cannot text the school. The school also has a website that contains lots of information including our Twitter and Face Book accounts which are used for celebrating achievements and sharing children's learning. All correspondence is available in paper format upon request.

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**6.2** Parents/carers can ring the school office at any time and leave a message on the answering machine if no one is present in the office. The school number is 01204 852932. Messages will be picked up on the staff members return to the office or when school is next open.

**6.3** Parents/carers can email the school at any time using the email address, [office@turtonedgworth.blackburn.sch.uk](mailto:office@turtonedgworth.blackburn.sch.uk). Please note that this address is not accessed in the evenings, at weekends or out of term time and any emails sent in this time may not be answered until the school is next open.

**6.4** Parents/Carers also have the opportunity to have a very brief word with the teacher when they bring/collect their child from school; however, please note that the teacher's primary role at this time is safeguarding the children. If more than a minute is needed, or if confidentiality/discretion is required, please see 6.5 below.

**6.5** Parents/carers have the option to request a telephone call from the teacher or make an appointment to meet by contacting school using the telephone number or email address in points 6.2 and 6.3 above.

**6.6** Parents/carers may also call to the school office in person and speak with the office staff during school hours.

The school is committed to replying to parent/carer communications as soon as possible. The communication will be acknowledged within 2 school working days and the school will reply or make appropriate arrangements to the communication within 10 school working days.

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