



Home-School Communication Policy

BLEAN PRIMARY SCHOOL

Policy review date:	November 2022
Reviewer:	Mr Ian Rowden
Headteacher:	Mr I Rowden
Chair of Governors:	Mr H Samuelson
Date of Next Review:	November 2024

Introduction

Good communication between the school and the home is essential. Children achieve more when schools and parents work in partnership. Parents can help more if they know what the school is trying to achieve, and how they can help. We have taken into account the views of parents/carers in the review of this policy. This policy should be read in conjunction with our Accessibility Policy.

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.

We communicate with parents through a range of different means ie website, ParentMail and hardcopy. Some of our communications are the result of a statutory requirement, others reflect what we believe is important to our school.

Home-School Agreement

Our Home-School Agreement 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 this agreement regularly.

Written reports to parents: children's achievements

Each year we provide a written report to parents in February and July, in line with the school's assessment schedule. These reports outline pupils' progression in relation to the National Curriculum in reading, writing and mathematics and identify next steps in learning.

A summary report is provided at the end of the year 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. In our school we ask the children to comment on their own learning and parents to make a similar comment. We also give parents/carers of children in Year R, 1, 2 and Year 6 the details of their performance in the national screening/tests and details of national comparative performance in the national tests.

As well as receiving the annual written report, parents have the opportunity to meet their child's teacher face to face in terms 1, 2 and 4, beginning with 'Meet the Teacher' during the first two weeks of the academic year. Parent Consultation Meetings in the Autumn and Spring gives parents the opportunity to celebrate their child's successes and support their child with any areas of development. Parents are able to look at their child's learning during these meetings. We offer parents/carers of pupils with SEN the opportunity to have a longer meeting

with the Class Teacher and meet with the Inclusion Leader. We encourage parents to contact the school if any issues arise regarding their child's progress or well-being. During the Summer term we hold an 'Open Evening' for parents to tour the whole school, meet their child's new teacher and classroom and review their child's learning with them.

Communication via technology

The school website is extensive and is the main source of information providing term/event dates, letters, Newsletters, Policies, Class pages and information, resources, educational games and links to help children learn and support parents with the education of their children.

The school utilises a ParentMail service for distribution of newsletters and other letters. Text messaging is only used to contact parents at short notice, for example the cancellation of an after school activity.

Home-school communications

Parents are encouraged to share any information that will help the school in supporting their child, including any concerns or problems that may affect their child's behaviour or learning. The Headteacher or a member of the Senior Leadership Team are usually at both entrances at the beginning of each day for informal liaison or to make an appointment via the School Office for a discussion with the most appropriate member of staff to assist with any concerns.

We publish weekly newsletters for parents on our website and these are also sent via ParentMail. Newsletters contain information in relation to school developments, general details of school events and activities.

At the beginning of each term all teachers upload a Curriculum Overview to the Class pages on the school website with details of the learning to be covered during the forthcoming term. We invite parents to support their child's learning through a range of suggested activities to be shared with the child at home.

The school encourages parents to share any issues about their child at the earliest opportunity. Appointments can be made by telephoning the school office. Teachers see parents at the end of the school day, if at all possible.

Notification of School Lead Extra Curricular Activities will be sent termly via Parentmail and uploaded to the website. Places are secured by Parents/Carers via Parentmail or by notifying the School Office. Individual class/school events will be notified separately at the earliest opportunity. These dates are also uploaded, in advance, to the school website.

Parents/carers can contact the school by emailing enquiries@blean.kent.sch.uk for non-urgent enquiries. A member of school staff checks this email daily during school hours. The school endeavours to acknowledge receipt of the enquiry within three working days and to respond to non-urgent enquiries within a working week. Parents should telephone the school office to make an appointment to discuss more urgent concerns.

We arrange regular meetings for parents. These include a meeting for new EYFS parents each June (followed by home visits). Meetings related to residential visits are connected to the planning and context of the visits. Individual meetings for Year 5 parents are held in June to discuss the procedure for secondary transfer and Kent Test arrangements.

We foster the partnership between school and parents in their child's learning by organising a range of activities to explain areas of our curriculum. 'Tea and Topics' meetings are held regularly throughout the year. These combine a learning workshop with the opportunity for parents to talk to members of staff and provide the school with their feedback and ideas. We also arrange joint parent and child learning sessions and opportunities for parents to 'stay and play' with their child in the Early Years Foundation Stage. Parents are also invited into school to share their own children's learning and books throughout the year (in addition to parent-consultation meetings).

Parents/Carers are invited to attend authentic outcomes, learning experiences, Christmas plays and productions throughout the year.

External promotional information will only be sent out via the school if the named company has a direct affiliation with Blean Primary School and we reserve the right to refuse distribution.

Safeguarding

The school keeps an up to date list of emergency contacts used to contact parents in an emergency or when children are ill.

If a child is absent and we have had no indication of the reason, we will contact the parent by telephone in the first instance, to find out the reason for the absence. Parents are requested to inform the school of the reason for absence by emailing absence@blean.kent.sch.uk or by telephoning the school by 8.30am on the first day of absence.

In the event of school closures due to inclement weather, heating failure or any other health and safety issue, parents will be informed by our ParentMail service. The school website will also be used, whenever possible, to pass on this information. Parents are also advised to tune into local radio stations for information and updates.

Internal communication

Information regarding internal communication within the school can be found in the Staff Handbook.