



Federation of Schools



## FEDERATION OF SHEVINGTON COMMUNITY PRIMARY SCHOOLS

### POLICY STATEMENT

Having recently reviewed our strategy for communicating with parents, the Federation Governing Body has requested that we share it with you.

The policy statement below has been agreed by the Governors outlining all of the ways in which we communicate with you and you with us.

We know that parents and carers are the child's first and principal educators and that children make the best progress possible and feel happy and safe in school when good communications are maintained between home and school.

### PROMOTING AND MAINTAINING GOOD HOME / SCHOOL COMMUNICATIONS

#### Communications from parents and carers:

- Whilst parents' and carers' main contact in school is their child's class teacher, our school offices are manned throughout the day and able to pass messages to class teachers or to help with routine enquiries about day to day organisation.
- If parents or carers have specific queries or concerns about their child they should arrange an appointment with the class teacher via the school office.
- Parents and carers are encouraged to write in home / school books about reading at home and indeed any other achievements that staff would love to hear about. The format of these books differs from school to school and from class to class depending on age
- Parents and carers are welcome to come into school to support our work, to share ideas and to help out as volunteers, arranged via the Heads of School
- Most volunteers will be subject to formal background checks.
- We encourage parents and carers to provide feedback via Parent View which is an anonymous questionnaire on the Ofsted website. Other forms of consultation will be carried out when circumstances require.
- Parents and carers are requested to inform the school about any change in family circumstances which may impact their child's welfare.
- Parents and carers should telephone school early on the first day of a child's absence through illness. A message can be left on the answer machine if necessary.

## Communications from school:

- School communicates regularly with parents and carers to keep them informed about their child's performance and progress and also reports to them on the child's general well-being, attitude to learning, social and emotional development as seen in school particularly regarding any specific concerns.
- Each school in the Federation produces a prospectus and / or an information booklet which is available to all parents and carers as a paper copy or on-line via the schools' websites. Information about many aspects of school life is included.
- Parents and carers are invited to welcome meetings and workshops when their children join our Reception classes and further workshops about the curriculum are offered as children move through school.
- Parents and carers are invited to all events organised by school – open days, meet and greet sessions, celebration assemblies, invitation lunches, performances, curriculum workshops, parents' evenings etc.
- Parents and carers are also invited to occasional forums or coffee mornings focusing on whole school issues such as teaching and learning strategies or new assessment methods.
- On-going communication about school events, news and information etc. is via letters, texts, the school's app, website, twitter and blogs as well as via the regular school newsletters.
- Formal termly updates are given on academic progress at two parents' / carers' evenings and via the end of year report. The end of year report invites parents and carers to contact the teacher via the school office and arrange a meeting if they are concerned about any aspect of the report.
- Teachers will, when necessary, contact parents and carers via the school office to arrange a meeting in order to discuss any specific concerns.
- Some children receive additional teaching through specific interventions - these are discussed and reviewed regularly with parents and carers.
- We have very successful behaviour strategies to deal effectively with the vast majority of everyday incidents in school, without recourse to parents and carers. Teachers and children follow their class behaviour plans and in most cases children are able to redeem themselves before the end of the day. However serious and / or persistent challenging behaviour is always reported to parents and carers.
- *On inspection behaviour was judged to be outstanding in all of the Federation schools. We are very proud of our children's excellent behaviour.*

