

Saint Thomas' C of E Primary Academy

In Association with:

Manor Multi-Academy Trust



Effective Communications Policy

Saint Thomas' C of E Academy.

Communications Policy.

Rationale

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.

Introduction

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 strategies. 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 latest Home School Agreement has been in place since September 2018, which is a statutory requirement. 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.

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 annually, and publishes the details of this review in the governors' annual report to parents.

Annual written report to parents: children's achievements

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. In our school we ask the children to comment on their own progress, and parents to make a similar comment. We also give children in Year 2 and Year 6 the details of their performance in the national tests, and details of national comparative performance in the national tests. In all year groups we provide end of year forecasts and national curriculum assessment information

As well as receiving the annual written report, parents meet their child's teacher each 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 meetings. We encourage parents to contact the school if any issues arise regarding their child's progress or well-being.

School prospectus and website

The school prospectus and website: www.stthomasceacademy.com contains a range of specified information that gives parents a full picture of provision at our school. We update the website weekly and the prospectus annually or when changes occur during the year.

Public access documents

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 governors 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.

Children in all classes have a Boom Reader account to manage and monitor reading activities. This enables parents to record a wide range of information that they share regularly with the teacher.

Our school blended learning approach enables the children to make use of their digital classroom and access homework and other information they need for school.

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 discussion with the teacher when they bring/collect their child from school.

We arrange many meetings for families in addition to termly parent/ carer progress meetings. These include:

- SEN meetings
- Induction meetings for Reception Parents.
- Transition meetings for KS 1 and KS 2
- Residential meetings
- Secondary transfer meetings
- 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 absent.

In order to elicit parent views we are committed to asking families to complete a termly questionnaire that is analysed by the senior leadership team.

Electronic School Communication

Our electronic parental engagement system used is Bromcom - My Child at School

MCAS - My Child at School offers us a number of facilities including online payments to assist with the daily and regular communication with parent's and carer's of our children in school.

You can download the APP from the Apple APP Store and Google Play Store. You can also access from any web browser on a laptop or other internet based device.

Review

This policy is reviewed and updated annually.