



Aspire Believe Achieve  
Ready Respect Safe

# Arnold View Primary School Communications Policy

Policy Reviewed (Date): October 2024

Signed: \_\_\_\_\_ (Chair of Governors) Date: \_\_\_\_\_

Signed: \_\_\_\_\_ (Head Teacher) Date: \_\_\_\_\_

Next Review Due (Date): October 2025

## **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.

## **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. 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 relation to the national tests, and details of national comparative performance in the national tests.

3.2 As well as receiving the annual written report, parents have an opportunity to meet with their child's teacher in the autumn and spring term for a private consultation, as well as at the meet and greet sessions and IEP meetings, for children with SEN. 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 the spring term meeting. 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 Governing bodies are no longer required to hold an annual meeting for parents or produce a governors' annual report to parents. The report has been replaced by the school profile which should be updated on an annual basis. The format of this profile includes, where relevant, sections on the school's performance, pre-populated with data supplied by the Department for Education as well as narrative sections for the school to complete.

## **5 School prospectus**

5.1 Our school prospectus contains a range of specified information that gives parents a full picture of provision at our school. We update this for each school year and a copy is kept on the school website.

## **6 Public access documents**

6.1 At Arnold View we make available a range of documentation for parents. We keep a master set in the school office, and we make this available upon written 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 LA documentation.

## **7 Home–school communications**

7.1 We send a newsletter to parents each half term which contains general details of school events and activities. We send other letters of a general nature when necessary; these are also available via Scholarpack, Class Dojo (online communication platform) and the school web site.

7.2 At the beginning of each half-term all teachers write to the parents of the children in their classes with details of the work to be covered during the forthcoming half-term. We invite parents to support their child's work through a range of suggested activities to be shared with the child at home.

7.3 Children in all classes have a home–school diary. This enables parents to record a wide range of information that they share regularly with the teacher. Teachers use the home–school diary to record homework assignments, and as a regular channel of communications with parents.

7.4 At Arnold View we encourage parents to share any issues about their child at the earliest opportunity. All staff try to see parents immediately if possible. Where this is not possible, the parent is encouraged to make an appointment. Parents/carers are encouraged to have a word with the teacher when they bring/collect their child from school.

7.5 Our curriculum is available online for all parents to look at. Any questions about our curriculum can be directed to office and they will pass it on to the relevant member of staff. We hold a meeting for new parents each June and a meeting for Year 6 parents in March about the national curriculum SATs tests. Any residential visits that Year 6 or Year 4 children make also have meetings for parents. These are related to the planning and content of the visit and a post-visit review.

7.6 If a child is absent from school, and we have had no indication of the reason, we will contact the parent/carer by telephone, to find out the reason for the absence.