

# Burton Salmon Community Primary School

*We aim to provide a rich, stimulating and enjoyable curriculum where children and adults work together in a happy, secure and caring environment in which each individual is respected and valued and all their achievements celebrated*

## **Communications Policy**

(This policy should be read in conjunction with our SEN policy)

Schools have many lines of communication to maintain: with parents and carers, other schools, the community, outside agencies, and within the school. Good communication between the school and the home is essential; children achieve more when schools and parents work together. Parents and carers can naturally help more if they know what the school is trying to achieve.

In our school we aim to have clear and effective communications with all parents and carers and with the wider community. Effective communications enable us to share our vision, through keeping parents well informed about school life. This reinforces the important role that parents play in supporting the school.

We have various strategies for communicating with parents. Some of our communications are in accordance with a statutory requirement; while others simply reflect what we believe is important for our school.

We try to make our written communications as accessible and inclusive as possible. We use an easy-to-read font, and add pictures wherever appropriate. We seek to avoid bias, stereotyping or any form of racial or homophobic discrimination. We wish to recognise and celebrate the contributions made to our society by all the cultural groups represented in our school.

### **Home School Agreement**

Having a Home – school agreement 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 at our school, and to review it each year.

The agreement shares the vision and ethos of our school, and our expectations regarding attendance, behaviour and homework. Our governors review the agreement annually.

### **Annual written report to parents: children's achievements**

Every year we provide a written report to each child's parents on the child's progress in the various National Curriculum subjects. This report identifies and celebrates areas of strength and areas for future development. We also give children in Year 2 and Year 6 the details of their performance in the national tests.

As well as receiving the annual written report, parents and carers have the opportunity to meet their child's teacher in the autumn and spring terms for a private consultation. This gives teaching staff the opportunity to celebrate the child's successes, and to outline areas where there is a particular need for improvement. We have an open day in the Summer term where pupils can share their work with parents and carers and we encourage parents to contact the school if any issues arise regarding their child's progress or well-being at any time.

When children have special educational needs, or if they are making less than the expected progress, we find it helpful to meet with parents more regularly.

We welcome the presence of any other adult the parent wishes to invite to a school meeting to act as interpreter. We will also make any reasonable adjustments to our arrangements if this will enable a parent with a disability to participate fully in a meeting at our school, or to receive and understand a communication.

### **School prospectus**

The school prospectus contains a range of specified information to give parents a full picture of provision at our school. We update this for each school year.

### **Public access documents**

The school makes a range of documentation available to parents and we make a copy of these on request. The range of documents include minutes of governors' meetings, and all school policies, including those that the governing body are required to draw up in relation to the following matters: charging and remissions, sex education, health and safety, curriculum, performance management, admissions, and action planning following an inspection. It also contains a range of national and LEA documentation.

### **Home-school communication**

We send regular newsletters and other letters of a general nature when necessary.

The school encourages parents to share any issues about their child at the earliest opportunity. We have an open door policy.

The school issues all children, including SEN children, with home/school link books for teacher/parent communication to enable those parents unable to get into school to send short messages.

### **Communication with other schools and outside agencies**

Toward the end of their final term in Year 6, we pass on information about the children to their intended secondary schools. We include assessment results, examples of work and school reports. There is also an electronic transfer of further information about the child, organised by the government.

We recognise that children have diverse needs, and we are supported by various agencies and groups of professionals who keep us informed on better ways to meet these needs, so that children may participate more fully. Support comes from medical services (such as speech and language therapy, occupational therapy and physiotherapy), from child development centres, from local doctors and specialists, and from school nurses. It also comes from various welfare-focused services, such as Educational Welfare, Social Services and Behaviour Intervention units.

We recognise that children have a fundamental right to be protected from harm, that their protection is a shared responsibility, and that our school should provide a safe and secure environment. The staff at Burton Salmon has a great deal of contact with the children, and we are therefore in a unique position to identify and help abused children. So when any member of staff has concerns about a child, these will be passed on to the nominated staff member for child protection, who may share this information with the Social Services.

We hold information on pupils in our school, and from time to time we are required to pass some of this information to other for educational purposes. Details have been sent to parents about the types of data we hold, why we hold that data, and who we may pass it on to. This is a requirement under the Data Protection Act 1998. Parents have a right to view the information we hold, and we have contact details of the agencies to which our information is passed.

### **Communication within school**

There are a number of ways we communicate with each other:

- Talking to each other
- Staff handbook
- Weekly timetable
- Staff noticeboard
- Individual staff boxes
- School diary
- Staff meetings

### **Electronic Communication**

We use the internet and e-mail and we have a school website.

Rules for the use of the Internet are contained within our Safe Use of the Internet policy. Safeguards in our school include constant adult supervision, sites being filtered by our service provider, controlled links and the use of child-friendly search engines.

Our school website provides information about the school, and an opportunity to celebrate children's work. Parents are required to sign permission slips for their child to use the internet at school. A record of these is kept in school.

Children are informed about the dangers of cyber bullying and know what to do if contacted. The Local Community Police support our school in these issues.

### **Use of photographs and names**

Photographs are used in and around the school for many purposes, including About Me and other displays, records of practical work (for example art or technology projects), and records of important school events.

We may use photographs of children or their work when communicating with parents and the wider community, in newsletters in the school prospectus, on the school website, or in the governors' report to parents. The local or national press may on occasion publish photographs of children participating in events at school.

Lists of those children for whom permission has NOT been given will be held by the school office.

Photographs will be checked to ensure that they are suitable.

### **Monitoring and review**

This policy will be regularly monitored, and will be reviewed in two years, or earlier if required.

(Signature) \_\_\_\_\_ (Head Teacher) \_\_\_\_\_ (Date)

(Signature) \_\_\_\_\_ (Chair of Governors) \_\_\_\_\_ (Date)