



ST STEPHEN'S CEVA PRIMARY SCHOOL, BATH

COMMUNICATIONS POLICY

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I INTRODUCTION

- 1) Good communication between school and 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.
- 2) At St. Stephen's we aim to have clear and effective two-way 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.
- 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

- 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 responsibilities towards the children, the responsibilities of parents, and what the school expects of the children. A copy of this agreement is given to parents when their child starts at St Stephen's. It is also available to download on our website.

3 ANNUAL WRITTEN REPORT TO PARENTS: CHILDREN'S ACHIEVEMENTS

- 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 and their social and emotional development. This report also identifies areas of strength and areas for future development. In our school we ask parents to make a comment on their child's progress. We also give parents of children in EYFS, Year 2 and Year 6 the details of their performance in the national assessments, and details of national comparative performance in the national tests.
- 2) As well as receiving the annual written report, parents meet their child's teacher twice per year for a private consultation. This gives parents the opportunity to discuss their child's progress in class and general well-being at school. Parents are able to look at their child's learning during these meetings. We encourage parents to contact the school if any issues arise regarding their child's progress or well-being.

4 SCHOOL WEBSITE

- 1) Our school no longer publishes a prospectus. Our website contains a range of key information that gives prospective and current parents a full picture of provision at our school and useful information for the wider community. We aim to keep the information accurate with regular website updates though cannot guarantee 100% accuracy.



5 PUBLIC ACCESS DOCUMENTS

- 1) The school makes available a range of documentation for parents. Most of this information is available to download from our website. Paper copies are available on request from the school office. Please allow 48 hours for requests to be fulfilled. Documentation available includes: admissions arrangements; statutory governing body policies; full governing body meeting minutes and; statutory school information (such as Ofsted Reports, KS2 results, curriculum forecasts and Pupil Premium data).

6 HOME-SCHOOL COMMUNICATIONS

- 1) Parents will be informed of school activities through a variety of ways, such as email, newsletters, letters sent home via the children, telephone contact and the school website, where parents are encouraged to access a variety of information about school life, including the school Calendar.
- 2) At the beginning of every other term teachers write to the parents of the children in their classes with details of the work to be covered during the two forthcoming terms. We invite parents to support their child's work through a range of activities to be undertaken at home. When appropriate, we invite parents to take part in educational visits that are linked to the work.
- 3) The school welcomes parents to raise any issues or concerns about their child at the earliest opportunity, and teachers should always be the first point of contact. Teachers will endeavour to see parents immediately. Where this is not possible, the parent should make an appointment via the school office. Parents are free to make an appointment after school at any time if they have a particular concern.
- 4) We arrange regular curriculum meetings for parents. These are evening meetings that explain areas of our curriculum. We hold a meeting for parents of reception pupils each May and a meeting for Year 2 and Year 6 parents during the school year about the end of Key Stage Assessments. The residential visits that Year 4 and 6 children make to the New Barn Field Studies Centre and Abernant involve a number of meetings for parents. These are related to the planning and content of the visit.
- 5) If a child is absent from school, we ask parents to telephone, if possible, before 9 am to give the reason for the absence. If the school is concerned about a child's unexplained absence then a telephone enquiry may be made.

7 ANNUAL PARENT AUDIT

- 1) Every year a Questionnaire is sent out for parents to fill in, in order to improve our service by eliciting parents' impressions and opinions. The analysis of the responses returned is then communicated back to parents.

8 PARENT VIEW

- 1) Parents are encouraged to share their views about all aspects of the school via the Parent View facility provided by Ofsted.