



HIPPINGS METHODIST PRIMARY SCHOOL

Home School Communication Policy



'As a family we do our best with God in our hearts'

I can do all things through Christ who strengthens me: Philippians 4 verse 13

Our loving school endeavours to provide the best possible all-round education in a Christian setting. We will be a family that does our best with God in our hearts understanding that we are all His children. We aim for all within our school to develop spiritually, morally, academically and culturally.

Aims : Why is effective communication so important?

Positive lines of communication between home and school, is an essential element of the work of all schools. Effective communication enables pupils to receive continuity of education, care, support and management within home and school settings. For the majority of primary schools this communication takes place mainly through the frequent verbal interactions between parents and staff, as children are brought to and from school. In mainstream primary and secondary schools, pupils are also entrusted to pass on information between school and home.

Legal Framework

None. Although we are obliged by the 1996 and 2002 education acts to communicate certain information to parents and carers/ guardians.

Statement of Policy

Personal Contact details: Home Address, Telephone Numbers, Email : The school holds emergency contact details for all pupils, and parents are contacted on an annual basis to ensure that these are updated. Families are encouraged to alert the school immediately in the event that contact information needs to be revised. Depending on the nature of the communication, the school will use the most practicable means to contact a parent/carer.

Forms of communication used at Hippings Methodist Primary School to provide effective communication

1. Home/School Reading Diary.

This diary provides a focused link between home and school for all classes.

Reception, Key Stage 1 and 2: The majority of our pupils are able to answer simple questions about the day's events. Communication is provided for parents as and when necessary. Communication centres mostly around curriculum progress, homework and provides a written dialogue between home and school. The reading diaries must be filled in by parents and staff. A child should read for at least 5 minutes every day. We expect there to be a comment in a reading diary at least 3 times per week from the parents.

Reception Diary: At this age daily communication between parents and class staff is essential. Parents are provided with information to assist them in talking to their child about the events of the day. Parents are also asked to communicate with school through this if they cannot speak to a teacher face to face or if something has happened at home that may distress the child or needs reinforcing at school. Communication provides essential information about progress, health, behaviour, self-help needs and offers advice to assist in developing continuity of approach (objects may also be passed between home and school to provide additional opportunities for staff and parents to communicate).

1. **Seesaw.**

Seesaw is our main means of communication between the class teacher and parents. Whole class messages, reminders, home work activities, photographs and examples of work will be shared on this platform.

2. **Meetings:** Parents are invited to an Autumn and Spring term Parents evening where progress and targets are discussed. This overview clearly identifies the focus of the work taking place with the class during the term, and identifies how parents can support their child's work at home. Parents are allocated 10 minutes per pupil. If further discussion is needed, staff are available to discuss this further with parents at a mutually convenient time.
3. **SEND Meetings:** SEND drop in meetings are held every half term for parents of pupils who have an additional need. These are held with the SENDCo and if necessary the class teacher.

TAF meetings: These meetings are held for families who require extra support and involve all agencies who are working with the family. The meetings are held at a mutually convenient time and usually last a minimum of an hour. Parents receive a written report with agreed targets after the meeting.

4. **EHCP Annual Review:** During each annual review meeting, staff and parents have an extended period of time to focus on a pupil's progress and to plan together for future needs. Parents receive a written report after the meeting, which highlights progress in all curriculum areas as well as social and personal development.
5. **Individual Progress Plans** (IPP) Children on the Special Educational Needs Register, have an updated IPP at least every term. Parents receive a copy of this in time to discuss at SEN drop in or Parents' Evening. Each IPP offers practical advice to parents on how they can work with school staff to support their child in achieving targets to assist the child's progress.
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7. **Open Door Policy:** Parents are welcome to visit the school to discuss their child's progress, ask questions, and gain support or to have the opportunity to talk about their child or home issues with either the child's class staff or the Headteacher. Parents are asked to phone school staff or the Headteacher to make an appointment. This allows the school time to organise cover to make staff available to speak to the parents. Our aim is to see the parents as quickly as possible; we try to arrange a meeting on the same or next day
8. **Letters:** The school sends home regular Newsletters and other information about life and events taking place at school. We are now using email much more often for letters so please check emails regularly. These are also added to the school website. Any email sent by a member of staff will always have the Head teacher cc'd into it. The school is hoping to move to email being the main system for sending letters home in the future as not only is it more environmentally friendly as it decreases paper usage, but reduces photocopying and other costs in the school. We urge parents to provide us with a valid email address. Where it is not possible to use email, most written correspondence is passed on to families via the pupil; it is important that school bags are checked on a daily basis. Any other correspondence will be forwarded through the Royal Mail postage service.
9. **Text Messages:** We also use a text messaging service to remind parents of events or deadlines. These are short messages as only 160 characters can be used to communicate the information.
10. **Telephone Calls:** Telephone calls will be made where immediate contact with a family member is required i.e. for pupil injury or pupil incident. A member of staff will call the first named emergency contact as listed. Where no contact is made, a call will then be made to the second named contact. In the event that no live contact can be made, the member of staff will either leave an answer phone message (ascending order as before) or ensure that repeat calls continue to be made to the contact numbers, where possible.

11. Other ways of building relationships

- Parent and Friends Association
- Attending school functions e.g. assemblies, school productions, social evenings etc.
- Termly newsletter and diary dates
- Parent volunteering, e.g. reading etc.

Policy Information:

Policy Written by: Tracey Westwell (Headteacher)

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