

# Home-school communication policy

Clifford All Saints C of E Primary School



**Clifford**  
**ALL SAINTS**  
C of E Primary School

Approved by:

Sue Preston

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## 1. Introduction and aims

We believe that clear, open communication between the school and parents/carers has a positive impact on pupils' learning because it:

- › Gives parents/carers the information they need to support their child's education
- › Helps the school improve, through feedback and consultation with parents/carers
- › Builds trust between home and school, which helps the school better support each child's educational and pastoral needs

The aim of this policy is to promote clear and open communication by:

- › Explaining how the school communicates with parents/carers
- › Setting clear standards for responding to communication from parents/carers
- › Helping parents/carers reach the member of school staff who is best placed to address their specific query or concern so they can get a response as quickly as possible

In the following sections, we will use 'parents' to refer to both parents and carers

## 2. Roles and responsibilities

### 2.1 Headteacher

The headteacher is responsible for:

- › Ensuring that communications with parents are effective, timely and appropriate
- › Regularly reviewing this policy

### 2.2 Staff

All staff are responsible for:

- › Responding to communication from parents in line with this policy and the school's ICT and internet acceptable use policy
- › Working with other members of staff to make sure parents get timely information (if they cannot address a query or send the information themselves)

Staff **will not** respond to communications outside of school hours 8am to 6pm or their working hours (if they work part-time), or during school holidays.

See E Saftey Policy for other details

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## 2.3 Parents

Parents are responsible for:

- › Ensuring that communication with the school is respectful at all times
- › Making every reasonable effort to address communications to the appropriate member of staff in the first instance
- › Respond to communications from the school (such as requests for meetings) in a timely manner
- › Checking all communications from the school

Any communication that is considered disrespectful, abusive, or threatening will be treated in line with our parent code of conduct.

## 3. How we communicate with parents and carers

The sections below explain how we keep parents up-to-date with their child's education and what is happening in school.

Parents should monitor all of the following regularly to make sure they do not miss important communications or announcements that may affect their child.

### 3.1 Email

We use email to keep parents informed about the following things:

- › Upcoming school events
- › Scheduled school closures (for example, for staff training days)
- › School surveys or consultations
- › Class activities or teacher requests

### 3.2 Text messages

We will text parents about:

- › Payments
- › Short-notice changes to the school day
- › Emergency school closures (for instance, due to bad weather)

### 3.3 School calendar

We use the school calendar tool on school spider and communicate with parents about events.

Where possible, we try to give parents at least 2 weeks' notice of any events or special occasions (including non-uniform days, special assemblies or visitors, or requests for pupils to bring in special items or materials).

Any such event will be included in the school calendar. 3.4 Phone calls

We may call parents if their child is ill or they have forgotten to send something with their child. Parents are expected to call in before nine thirty if their child is absent.

### 3.5 Letters

We send the following letters home regularly:

- › Letters about trips and visits
- › Consent forms
- › A termly newsletter

### 3.6 Homework and Home Reading

We send home reading books and homework weekly.

### 3.7 Reports

Parents receive reports from the school about their child's learning, including:

- An end-of-year report covering their achievement in each part of the curriculum, how well they are progressing, and their attendance
- A report on KS1 and KS2 SATs tests

We also arrange regular meetings where parents can speak to their child's teacher(s) about their achievement and progress (see the section below).

### 3.8 Meetings

We hold several parents' evening(s) per year. During these meetings, parents can talk with teachers about their child's achievement and progress, the curriculum or schemes of work, their child's wellbeing, or any other area of concern.

The school may also contact parents to arrange meetings between parents' evenings if there are concerns about a child's achievement, progress, or wellbeing.

Parents of pupils with special educational needs (SEN), or who have other additional needs, may also be asked to attend further meetings to address these additional needs.

Where parents meetings are held online through a service such as google meet or zoom, parents will be given a specific email address to contact rather than individual staff email addresses.

### 3.9 School website

Key information about the school is posted on our website, including:

- School times and term dates
- Important events and announcements
- Curriculum information
- Important policies and procedures
- Important contact information
- Information about before and after-school provision

Parents should check the website before contacting the school.

## 4. How parents and carers can communicate with the school

Please use the list in appendix 1 to identify the most appropriate person to contact about a query or issue, including the school office number and email address.

### 4.1 Email

Parents should always email the school, or the appropriate member of staff, about non-urgent issues in the first instance. This can be done via class email pages, enquiries or the headteacher email. Staff will no longer communicate via their personal emails.

We aim to acknowledge all emails within 2 working days, and to respond in full (or arrange a meeting or phone call if appropriate) within 5 working days.

If a query or concern is urgent, and you need a response sooner than this, please call the school.

If parents wish to contact governors then they must do so through the email:  
governors@cliffordallsaints.sheffield.sch.uk

## 4.2 Phone calls

If you need to speak to a specific member of staff about a **non-urgent** matter, please email main school email enquiries @ and the relevant member of staff will contact you within 2 working days.

If this is not possible (due to teaching or other commitments), someone will get in touch with you to schedule a phone call at a convenient time. We aim to make sure you have spoken to the appropriate member of staff within 2 days of your request.

If your issue is urgent, please call the school office.

Urgent issues might include things like:

- Family emergencies
- Safeguarding or welfare issues

For more general enquiries, please call the school office.01142662977 and connect with the site your child is on.

## 4.3 Meetings

If you would like to schedule a meeting with a member of staff, please email the appropriate address (see appendix 1), or call the school to book an appointment.

We try to schedule all meetings within 2-3 working days of the request.

While teachers are available at the beginning or end of the school day if you need to speak to them urgently, we recommend you book appointments to discuss:

- Any concerns you may have about your child's learning
- Updates related to pastoral support, your child's home environment, or their wellbeing

## 5. Inclusion

It is important to us that everyone in our community can communicate easily with the school.

We can make whole-school announcements and communications (such as email alerts and newsletters) available in the other languages than English if needed.

Parents who need help communicating with the school can request the following support:

- School announcements and communications translated into additional languages
- Interpreters for meetings or phone calls

We can make additional arrangements if necessary. Please contact the school office to discuss these.

## 6. Monitoring and review

The headteacher monitors the implementation of this policy and will review the policy every 3 years. The policy will be approved by the governing board.

## 7. Links with other policies

The policy should be read alongside our policies on:

- E Safety Policy
- Parent code of conduct
- Staff code of conduct

## Appendix 1: school contact list

### Who should I contact?

If you have questions about any of the topics in the table below, or would like to speak to a member of staff:

- › Email the most appropriate address
- › Include your child's full name in the subject line

We try to respond to all emails within 2 days

I HAVE A QUESTION ABOUT...	WHO YOU NEED TO TALK TO
My child's learning/class activities/lessons/homework	Your child's class teacher via the class pages
My child's wellbeing/pastoral support	Headteacher @ or class teacher via the appropriate channels
Payments	School office via phone or enquiries email or hbrankin@
School trips	School office via phone or enquiries email or hbrankin@
Uniform/lost and found	School office via phone or enquiries email or hbrankin@
Attendance and absence requests	School office via phone or enquiries email or hbrankin@
Bullying and behavior	headteacher@ or class teacher via the appropriate channels
School events/the school calendar	School office via phone or enquiries email or hbrankin@
Special educational needs	senco@
Before and after-school clubs	School office via phone or enquiries email or hbrankin@
Hiring the school premises	School office via phone or enquiries email or hbrankin@
The PTA	
The governing board	governors@

I HAVE A QUESTION ABOUT...	WHO YOU NEED TO TALK TO
Catering/meals	School office via phone or enquiries email or hbrankin@

## Complaints

If you would like to file a formal complaint, please follow the procedure set out in our complaints policy. Which can be found on our website.