



Brize Norton Primary School

Communication Policy

We **SHINE** for ourselves and each other
Striving, **H**elping, **I**nspiring, **N**urturing, **E**xcelling

Policy adopted by Governors on:	Date for Review:	Signed by Chair of Governors:
May 2023	May 2026	A.Doran

Introduction

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.

Here at Brize Norton Primary School, we aim to have clear and effective communication with parents and the wider community. Effective communication enables 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.

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.

1. Home School Agreement

Our Home-School Agreement 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 and teachers to sign this agreement when their child starts school and at the beginning of each school year thereafter. Our governing body reviews the Agreement regularly.

2. Written reports to parents: children's achievements

Each year we provide a written report to parents on each child's progress in the various areas of learning of each National Curriculum subject (or Early Years Foundation Stage). This report also identifies areas of strength and areas for future development. We also give parents of children in Year 2 and 6 the details of their performance in the national assessments.

As well as receiving the end of year annual written report, parents meet their child's teacher each term for a discussion. This discussion with the class teachers gives parents the opportunity to celebrate their child's successes and support the child with any areas of development. As part of these meetings, we provide shorter reports which show the progress the child is making in the core subjects as well as their level of attainment. Parents are also able to look at their child's work. We encourage parents to contact the school if any issues arise regarding their child's progress or well-being.

3. School Website

A large amount of information about the school is contained on the school website. This includes: general information (such as uniform and term dates); statutory

information such as the effect of our spending on the pupil premium; selected policy documents; information about upcoming events; detail on the school's curriculum (what is being taught and how) and news and photographs from classes and across the school. The website is updated regularly and is intended as a major source of information for parents, prospective parents and members of the public.

4. Parent notice board

The parent notice board on the playground contains copies of the fortnightly newsletter among other information.

5. Public access documents

A range of documentation which is published on the website is also available in paper form by request from the school office. These include details of the curriculum, minutes of governing body meetings and copies of policies.

6. Consultation with parents

The school gathers parents' views in a variety of ways. All parents are encouraged to communicate directly with their child's teacher in the first instance, or the headteacher thereafter, if they have any concerns. There is a full parent questionnaire every spring term, the results of which are shared with parents; this feeds directly into the School Improvement Plan and may be followed up during the year by further questionnaires tracking progress on particular issues.

7. Communication to parents

Every other Friday, the school sends home a newsletter containing information about upcoming and recent events as well as anything else which would be useful for parents to know. It is sent principally by email, though paper copies are available for parents who request them, and it is published on the school website and parent notice board. We send other letters of a general nature when necessary.

Text messaging is used to send out quick reminders of events or items which need to be brought into school. We also use telephone communication in a range of circumstances, for example if a child is ill, to find out why a child is absent, or if we need to inform parents of an issue concerning behaviour.

Class Dojo is the school's private social media platform which allows class teachers to share learning as well as information, reminders and updates, pertinent to their classes. It also provides an informal yet direct messaging service for parents to the teachers and staff (and vice versa) in a quick and efficient way. Staff will always try to respond within 48 hours of receiving a message and are not expected to respond out of working hours 8:30am to 5pm. Any communication of urgency or importance such as the reporting of child absences should always go through the office.

8. Communication with the wider community

The information on the school website is available for interested members of the public to read. In addition, the headteacher writes a report for each Brize Norton Parish Council newsletter, The Brize Breeze, informing local people of what has been happening at the school, and provides a report at the Annual Parish Meeting.