

DIGGLE SCHOOL

Sam Road, Diggle, Saddleworth OL3 5PU

Headteacher: Mrs S Newton

Tel: 0161 770 5246 Fax: 01457 872114

Email: info@diggle.oldham.sch.uk

www.diggleprimary.co.uk

Communications Policy

Introduction

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.

In our school we aim to have clear and effective 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.

We communicate with parents in a range of different ways. Some of our communications are the result of a statutory requirement, others reflect what we believe is important to our school.

Home-School Agreement

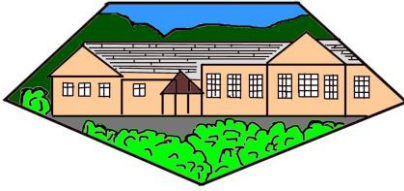
Our Home-School Agreement has been in place for several years. It is a requirement of the School Standards and Framework Act 1998. It explains the school's aims and values, the school's responsibilities towards the children, the responsibilities of parents, and what the school expects of the children. We ask parents to sign this agreement when their child starts our school in Reception Class.

The Agreement covers the standard of education in our school, the ethos of the school, our expectations on attendance and good behaviour, and our expectations about homework.

Annual written report to parents: Children's Achievements

Each year, in the Summer term, we provide a written report to parents on each child's progress in the various areas of learning of National Curriculum subjects. This report also identifies areas of strength and areas for future development. We also ask the children to comment on their own progress, and parents to make a similar comment. We give children in Year 2 and Year 6 the details of their performance in the national tests, and details of national comparative performance in the national tests.





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Parents Evening

As well as receiving the annual written report, parents are invited to meet their child's teacher in the Autumn and Spring terms for a private consultation. This gives parents the opportunity to celebrate their child's successes and support the child with any areas of development. Parents are able to look at their child's work during the Spring term meeting. We encourage parents to contact the school if any issues arise regarding their child's progress or well-being and, of course, if they wish to meet with their child's teacher at other points during the year.

Open Days

Parents are invited into school once a term. They can visit their child's classroom for around 45 minutes and take part in learning with their child. They also have the opportunity to view their child's books.

School Website

Our school website contains a lot of useful information including, class information, staff and governor details, extra-curricular clubs, extended schools provision, parent letters and forms, newsletters, curriculum maps and useful dates. The school website is updated regularly and may be accessed at: www.diggleprimary.co.uk

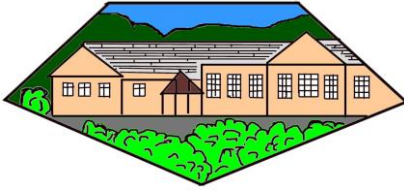
Parent Pay

Parent Pay is an email and text messaging service as well as a portal which allows parents to make payments electronically. This allows the school to text or email individual or groups of parents and relays information very quickly. It is very useful for sending out reminders, letters or urgent messages. The primary contact given to school is automatically added to Parent Pay as per the Contact Form details, and additional parents/carers can be added to Parent Pay on request. Parents/carers are asked to activate their Parent Pay accounts upon receipt.

Newsletters

Parents are kept informed about school events & activities, achievements, news, dates, weekly learning and other school matters through our school newsletter "The Diggle Star". These are issued weekly via email and are posted on the school website.





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School Notice Board

This is located at the entrance to school and contains information about up and coming events, Charity work, holiday dates, newsletters, FODS information and Community Links.

Public Access Documents

The school makes available a range of documentation for parents. Documents / policies are available on request and are posted on the school website, including; school curriculum policies and copies of policies that the governing body are required to have in relation to charging, sex education, health and safety, disability & access and admissions. School also holds a range of national and LEA documentation.

Home–School Communications

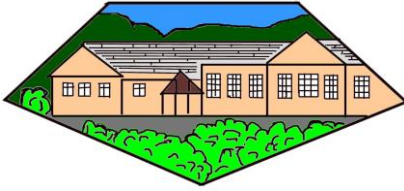
Class teachers arrange ‘Welcome Meetings’ for parents at the end of the summer term focusing on the upcoming academic year. These are evening meetings that explain areas of the curriculum covered, home learning, general class routines and expectations for the new classes in September. Parents are encouraged to ask questions. We hold a similar meeting for new Reception Class parents.

All teachers update the class pages of the website with details of the work to be covered during the forthcoming term. We invite parents to support their child’s work through a range of suggested activities to be shared with the child at home. We may also invite parents to take part in educational visits linked to the work in school.

Children in all classes have a Reading Record, which as well as recording daily reading, also enables parents to record a range of other information that they may wish to share regularly with the teacher. Teachers may use the Reading Record to record homework assignments, reading sessions and as a regular channel of communications with parents.

The school encourages parents to share any issues about their child at the earliest opportunity. Teachers aim to see parents immediately, if at all possible. Where this is not possible, the parent makes an appointment. Staff man the doors in a morning and are happy to pass on messages from parents to the teacher. Teachers are also available at the end of the day.





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If a child is absent from school, and we have had no indication of the reason, we will contact parents to find out the reason for the absence.

Responding to a telephone communication from a parent

When a parent contacts school regarding their child, the Headteacher or Class Teacher will do his/her best to speak to the parent the same working day. Where this is not possible or where a lengthy/detailed discussion may be necessary the parent will be invited to make an appointment with the Headteacher and / or Class Teacher as soon as a mutually convenient date and time can be arranged.

Responding to a written communication, including email from a parent

If a parent writes to school and an informal response is required the school will aim to respond within 48 hours.

If a parent writes to school regarding their child and a formal written response is required from the Headteacher and / or Governors, the school will, depending on the seriousness of the matter:

Telephone the parents as soon as possible, to arrange a meeting to discuss the matter

Inform the Chair of Governors

Respond in writing within 10 working days

Follow the school's complaints procedure if necessary

Reviewed : September 2018

To be reviewed: September 2021