



## **Alban Wood Primary School – Home –School Agreement Policy**

### **Rationale**

Alban Wood Primary School is committed to making every effort to ensure that there is an effective and proactive partnership between home and school in order to provide the best possible care and education for all pupils. This agreement encapsulates our belief that parents are a child's first and most important educators. It is designed to help secure the highest possible standards of achievement for all pupils and in all aspects of school life, through close communication and effective partnership with parents.

### **Aims**

Through this policy we aim to:

- Emphasise the importance of effective relationships between home and school
- Include current expectations of parents and staff within the school in relation to home-school partnership working
- Clarify methods of communication between school and home, and home and school
- Summarise the wide range of approaches to effective communication between home and school
- Above all, to provide continuity and shared support for all pupils based on our effective partnerships.

## **Expectations of the School in relation to home-school communication**

The principles of effective communication between home and school are that such communication should take place as regularly as possible. The expectations of the school are that parents will be contacted both to celebrate pupil achievements and to communicate any concerns. In relation to immediate concerns, contact should of course be made on that day; in all other less urgent communication, the school will always aim to be in touch during the same week, in order that good behaviour or learning, or low-level concerns can be discussed when relevant.

Methods of communication will include all of the following:

- Day to day in-person contact (especially for the younger pupils in the school). This can be very important for the child to know that news is regularly shared—a sticker earned, or a poorly tummy, for example.
- Quick notes home (may be more useful for the older children, but in operation across the school) - these may include good news certificates from the class teacher or Headteacher, and first aid notes, for example.
- Phone calls. These will always be made in more urgent situations, for example, illness of a child; however, we will strive to make phone calls whenever we can—for example, to share good news, or to communicate about behaviour or a child who may be upset in school.
- Parents' evening meetings. These will take place once a term (three times during the school year), and will include communication about all aspects of your child's achievements and targets in school.
- Additional informal or formally arranged meetings. These can take place whenever they may be required on top of the Parents' evening meetings termly. We may ask you to come in to meet with your child's Class Teacher, the Headteacher or Deputy, the INCO (for children with SEN learning or emotional/behavioural needs) or the Learning Mentor. These meetings will always be with the aim of seeking your perspective and deciding on a shared way forward.
- Letters. Newsletters containing a wide range of information about school are sent by the Headteacher on a fortnightly basis. In addition, where more detailed information needs to be sent, specific letters will go home—for example, a class trip. Where information may be personal or sensitive, we may send letters in the post rather than through your child's book bag. For urgent letters that may have a timescale attached to them we will send a text home too to let parents know an important letter is in book bags.
- Text messages. We have a system that allows us to send texts straight to your mobile phone. We will use this service wherever it is the most efficient way of communication—for example, severe weather/closure of the school, or a reminder about a club, for example.
- School website. We are constantly working to ensure that the school website contains up to date news, details of events and photographs.
- Facebook page. We will use this page to share achievements and news as well as whole school reminders.

- Surveys. The Senior Leadership Team and Governing Body are always keen to seek parents' perspectives about all aspects of school life. One way of achieving this is through surveys which will be sent, collated and analysed during Summer term of each academic year.

## **Expectations of Parents/Carers in relation to home-school communication**

As with communication between school and home, the principles of effective communication between home and school are that such communication should take place as regularly as possible. We actively encourage parents to let us know about anything that may be affecting your child—from good news (a baby sibling on the way, a house move in the local area, a visit from a grandparent living abroad, for example) to anything at all that is worrying them or you (friendships in the class, a poor night's sleep, difficulties with behaviour at home, a bereavement etc).

Many of the methods of communication will be similar to those across—the following approaches are particularly useful:

- Please do communicate quick messages with your child's Class Teacher or Teaching Assistant at the beginnings and ends of day.
- However, if a longer or more private conversation is needed, please arrange a day or time to meet: this can always be on the same day if it is urgent—either with the Headteacher or a member of the Senior Team, or perhaps with the Learning Mentor. If it is less urgent, the Class Teacher will always endeavour to meet with you in the same week.
- Liaison through the School Office, either in person or by telephone. Mrs Martin and Mrs Jolliffe are always happy to help advise you with any information, and/or to speak to the relevant member of staff to organise a meeting or a phone call as appropriate.
- Quick notes can be helpful from home to school too—these could be in a reading diary, homework journal or just a short note which we will always get back to you about.
- Communication with the Headteacher. As far as possible, the Headteacher aims to have an open-door policy and to make time for parent requests for meetings at the beginning and ends of day. The Headteacher will also always try to be visible in the playground for quick chats! If this is not possible for any reason, please leave a message with the Office staff—the Headteacher or a member of SLT will get back to you.

As well as these methods, staff would like to emphasise the following:

- If you are invited to a meeting which you are unable to attend, please do let us know, as we will always be willing to re-schedule to ensure that the matter of communication is prioritised and discussed.
- Please ensure that we have your up to date contact details in the office - it is so important that we know the best way of being in touch with you.

*Policy revised: February 2016*