

# Home / School Communication Document

## Introduction

This document has been developed in response to parent questionnaires, discussion with parents, and parent forum meetings.

## Why is effective communication so important?

Positive lines of communication between home and school are 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 schools pupils are entrusted to pass on information between school and home. At Mosaic Jewish Primary School we have developed a number of forms of communication to keep you informed about your child's learning and about the life of the school.

This document aims to set out those forms of communication so as to have a shared understanding of their purpose and expectations.

### 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 Mosaic to provide effective communication

### Informing you about your child

#### 1. Reading Record

This provides a focused link between home/school for all classes. The main body of the book provides a diary with spaces for parents and children to fill in when they have read at home.

Staff will write in the book when they work with the children or hear them read individually, these comments may be very short or, if necessary, much longer. Class teachers will write a comment at least weekly more frequently if the need arises. Parents can also see when their child has taken part in guided reading at

school. On the right hand side there is a box for parents to make comments. These may be about anything relating to their child's progress and wellbeing in school in addition to comments relating to their reading and comprehension.

## **2. Homework**

Teachers aim to give children positive feedback whenever possible. This may be through written comments in homework books or on online work, reading diaries or through verbal praise, stickers or other awards. Teachers will discuss homework activities with parents at parent consultation meetings, and ensure that parents are aware of the school's expectations, how their own child is doing and their targets for improvement. Teachers welcome feedback from parents on how children responded to tasks and whether particular tasks were given at a suitable level. Parents are encouraged to communicate between home and school through writing comments in the homework book or communicating directly with teacher at the beginning or end of the day or via email.

## **2Simple observations and comments**

Throughout the school, teachers record children's achievements through photos and comments using 2simple software. These observations are sent to reception parents on a regular basis and further up the school less frequently. The aim is to give parents an additional insight into their child's learning when the opportunity arises and teacher time allows.

## **3. Meetings: Parents' Evenings**

All parents are invited to twice yearly Parents' Evenings in the Autumn and Spring Terms. The meetings give parents and class staff the opportunity to talk through each child's progress, and time to look at work completed by the child during the term. Parents are allocated a 10 minute time slot; if more time is necessary, staff will be happy to arrange another meeting.

## **4. Meeting: Reviews for children on the Special Educational Needs Register:**

If your child is on the SEN register, they will have a SEN Support Plan (SSP) which will have individual / group targets. This is discussed on a termly basis with class teachers, and parents are given a copy of the SSP. This takes place at least 3 times a year and will usually happen as part of parent consultations. The targets set are SMART (Specific, Measurable, Achievable, Realistic, Time scaled) targets with the expectation that the child will achieve the target by the time it is reviewed. If your child has complex SEN they may have an Educational Health Care Plan (EHCP), which means that a formal meeting will take place at least once a year to discuss your child's progress and a report will be written.

The school may also make referrals to outside agencies for advice and strategies to support your child. Please be aware, that whilst referrals may be completed promptly by the school we are reliant on local services within the borough and appointments for certain services could take up to 20 weeks.

## **5. 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. It is the parent or carers duty to ensure that the school has the contact details of an appropriate person who could act in the event of an emergency.

Texts may also be sent out from the school to alert or remind parents that an organised school outing could be delayed in getting back to school or if an after school club has been cancelled.

## **6. Open Door Policy**

Parents are welcome to visit the school to discuss their child's progress, ask questions and gain support. They may also request the opportunity to talk about their child/home issues with either the child's class staff or the Headteacher. Parents are asked to phone the school 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.

The Headteacher endeavours to be present at the beginning and end of the day. If you would like to speak to the Headteacher about something needing time, parents are requested to contact the office to make an appointment. All emails for the headteacher should be directed through the school office, [admin@mjps.org.uk](mailto:admin@mjps.org.uk) in the first instance.

## **7. Email**

All class teachers have parents' email addresses. This is so that homework and communications can be sent efficiently. Parents are welcome to email the class teacher with queries concerning their child. Please remember that teachers are in class teaching all day and access emails out of school hours only. If a response is required, this will be given within 5 working days. If the matter is urgent it should be communicated directly with the class teacher at the beginning or end of the day or via the school office.

Whilst requests for absence from school should be addressed to the headteacher, parents are requested to do this via the office email address.

### **8. Annual written reports**

At the end of the Summer term, you will receive a comprehensive written report on your child's progress so far. It will include a summary of their learning as well as some suggestions for targets for future learning.

### **9. Half Termly Curriculum Overview**

Each half term a curriculum overview will be emailed to parents and placed on the school website. The overview clearly identifies the focus of the work taking place with the class during the term/half term, and identifies how parents can support their child's work at home. Staff are available to discuss this further with parents if needed.

### **10. Home-school agreement**

This 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 and children to sign this agreement when their child starts at our school, and to renew it each year.

The agreement covers the standard of education in our school, the ethos of the school, and our expectations regarding attendance, behaviour, and homework.

### **11. Transport updates**

It is vital that the school are aware of which children are travelling on the minibus on daily basis. Where there are any changes, families using the school minibus are asked to email the school as soon as possible with any proposed changes. Although changes are discouraged, if the change is for the same day the school must be informed by telephone as an email may not be seen in time.

## **General information sharing communications**

### **1. Newsletters**

We send a newsletter to parents at the end of each full school week. It contains general details of school events and activities. Parents expect the newsletter, and appreciate the regularity of the contact. We send other letters of a general or specific nature when necessary. Parents with computers are encouraged to receive information by e-mail. The side of the newsletter gives dates of upcoming events. The newsletter endeavours to give parents and carers early visibility of up-coming events, e.g. trips with costs, days where school uniform is not required. There is no newsletter in the last week of each half term. In a week where there is no newsletter, the messages may be emailed to parents.

### **2. Kabbalat Shabat Messages**

At the end of Kabbalat Shabat each week messages are shared. The messages highlight some of the key items that appear in the newsletter that week. In a week where there is no newsletter, the messages may be emailed to parents.

### **3. News update**

Each week a news update is sent to interested families and community members. This is to give the wider community a glimpse of the life in school. This update is published on the school website each week.

### **4. Letters**

The school endeavours to email most letters to parents. 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 by the children; it is important that the school bags are checked on a daily basis. Any other correspondence will be forwarded through the Royal Mail postage service.

### **5. Governors' newsletters**

A Governors newsletter is published termly and published on the school website and in the school newsletter. The newsletter outlines the activities and achievements for the current school year and sets out the priorities for the coming year.

### **6. Parent reps**

Each class has two reps their role is to:

- Liaise with committee members of Friends of Mosaic and help involve parents and carers in Friends activities and events.

- If necessary send out messages to the class parents on behalf of the school
- Enable socialising between parents and children in the class
- Be a voice for the parents of the class at the parent forum meetings
- Ensure that class emails are used for sharing of important information only.
- Some classes may choose to have electronic groups to provide communication about the school. It is helpful to remember that this is not the best forum for discussion as important messages may be missed and sometimes the tone of the messages may be misunderstood and be upsetting to some.

## **7. Parent Forum**

Parent forum meetings are held with the parent reps, a representative from the school leadership team and a parent governor. The meetings, held once per term, are an opportunity for the school to consult with parents and carers and for the school to respond to concerns or questions. Before the meeting the reps will survey the parents of their class for topics to be discussed. Common themes which arise are then brought forward to the agenda.

## **8. Other ways of building relationships**

- Friends of Mosaic
- Attending school functions e.g. Kabbalat Shabat, Class Assemblies, School Productions and Concerts; fundraising events; parent workshops
- Parent volunteering, e.g. reading, trips