

Our Lady of Compassion Catholic Primary School



'To Live As Jesus Taught Us'

COMMUNICATIONS POLICY

Our Lady of Compassion is a Catholic Voluntary Aided School in the
Archdiocese of Birmingham.

As a Roman Catholic Primary School our aim is to develop, within each child, an understanding of his or her Catholic faith. It is hoped that with this knowledge children will grow into responsible Catholic adults who will be able to demonstrate their faith and concern for others and continue the worship of God.

The school provides a full curriculum and through the presentation of the curriculum it is hoped children will develop the necessary skills for adulthood and an understanding that the skills should be for the benefit of everyone, which is an important part of Catholic life.

Approved by Governors: October 2023

To Be Reviewed: October 2026

1 Introduction

1.1 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.

1.2 We aim to have clear and effective communications with parents and the wider community to enable us to share our aims and values and reinforce the importance of the role that parents play in supporting the school in educating their children.

1.3 We communicate with parents through a range of different strategies, some are the result of a statutory requirement; while others reflect what we believe is important to our school.

2 Home/School Agreement

2.1 Our Home/School Agreement has been in place since September 1999 and is a requirement of the School Standards and Framework Act 1998. It explains the school's responsibilities towards the children, the responsibilities of parents, and what the school expects of the children.

2.2 The Agreement covers the ethos of our school, the standards of education, and expectations on attendance, behaviour and homework.

3 Annual written report to parents: children's achievements

3.1 Each year 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. In our school we ask the children to comment on their own progress, and parents to make a similar comment. We also give children in Year 6 the details of their performance in the national tests, and details of national comparative performance in the national tests.

3.2 As well as receiving the annual written report, parents can meet their child's teacher each term at "Parents' Evenings" for a private consultation. This gives teachers the chance to report on each child's standard of work and progress in key areas, as well as celebrate the child's successes and share how parents can best support their child with their personal areas for development. In the meantime, we encourage parents to contact the school without delay if any concerns arise regarding their child's progress or well-being.

4 Public access documents

4.1 The school makes available a range of documentation for parents such as school curriculum policies, minutes of governing body meetings and copies of policies that the governing body are required to have in relation to charging and remissions, sex education, health and safety, curriculum, admissions and action planning following inspection. It also contains a range of national and LA documentation. All items included under the Freedom of Information Act can be accessed within a specified period of notice.

5 Home/school communications:

Letters

5.1 We send a newsletter to parents at least once a fortnight. It contains details of school events, activities and other key information. In order to save the school the considerable time and expense of providing paper copies for everyone, all parents/carers are requested to register an e-mail address with the school. Newsletters are sent out using the School App system as well as being posted on the school website.

6 Learning and teaching

6.1 At the beginning of each term all teachers send out an overview of the 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 also invite parents to take part in educational visits linked to the work.

6.2 We arrange curriculum meetings for parents, including the "Working Together" meeting in the Autumn Term, to share key curricular and other information about the forthcoming academic year.

6.3 We hold a meeting for new nursery parents in the Summer Term and hold an induction morning in this term. We hold an induction meeting for new reception parents in the Summer Term.

6.4 Children in FS to Year 6 have a Home-school diary This enables parents to record achievement and feedback to the teachers and support staff.

6.5 Children whose welfare or behaviour are a cause for concern may also have a "Communication Book" so that staff and parents can stay up to date. This should not be seen as a punishment, and will be used to record the positive as well as the negative.

7 Sharing concerns

7.1 The school encourages parents to share any issues about their child at the earliest opportunity. Teachers see parents at the first available time, which is arranged through the school office.

7.2 If the issue cannot be resolved successfully this way, parents are invited to follow the next step by make an appointment with the Phase Leader next followed by the Deputy Headteacher and finally the Headteacher, who will endeavour to see parents as soon as is possible and if by any chance parents are dissatisfied following dialogue with the Headteacher they are advised to contact the Chair of Governors.

7.3 Parents may pass on notes or brief messages in the playground at the beginning of the school day, but once teaching staff come to collect their class, the children are their priority. Parents should bring anything else to the attention of the office staff.

8 Unknown absence

8.1 If a child is absent from school, and we have had no indication of the reason, we contact a parent by telephone, if possible, to find out the reason for the absence.

9 Parents Responsibilities

9.1 Ensuring that communication with the school is respectful at all times

9.2 Making every reasonable effort to address communications to the appropriate member of staff in the first instance

9.3 Respond to communications from the school (such as requests for meetings) in a timely manner

9.4 Checking all communications from the school

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

9.6 Parents should not expect staff to respond to their communication outside of core school hours (8.30am to 5pm), or during school holidays.