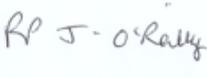




Kilby St Mary's C of E (Aided) Primary School

Communications Policy & Guidelines

Date:	June 2025
Signed:	 <hr/>
Name & Position:	The Reverend Canon Philip O'Reilly, Chair of Governors
Review By:	June 2028

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1. 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.
- 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 through a range of different strategies. Some of our communications are the result of a statutory requirement, others reflect what we believe is important in our school.

2. Home-School Agreement

- Our Home-School Agreement has been in place since September 1999. 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 the child starts in our school.

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. Our governing body reviews the Agreement annually and publishes the details of this review in the governor's annual report to parents.

3. Annual written report 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 National Curriculum subjects. This report also identifies areas of strength and areas of 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.
- As well as receiving the annual written report, parents have the opportunity to meet their child's teacher each term for a private consultation. This gives parents the chance to celebrate their child's successes and support the child with any ideas of development. Parents are able to look at their child's work during these meetings. We encourage parents to contact the school if any issues arise regarding their child's progress or well-being before it becomes a 'problem'.

4. School prospectus and Kilby School website

- The school prospectus contains a range of specified information that gives parents a full picture of provision at our school. We update this each school year. The school website provides details about the school, news articles and information about recent events

5. Public access documents

- The school makes available a range of documentation for parents. We keep a master set in the school office, and we make this available on request. It contains copies of all 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, performance management, admissions and action planning following inspection. It also contains a range of national and LEA documentation. A number of the policies are easily accessible for reference in the school entrance.

6. Home-school communications

- We regularly send a newsletter to parents. 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 nature when necessary.

- We use a Teachers to Parents email service to send letters and documents electronically to any parents who have requested it.
- We use a Teachers to Parents texting service to regularly communicate with parents. This is used to remind parents about upcoming events, payments and dates.
- At the beginning of each term all teachers write to the parents of the children in their classes with details of the work to be covered and targets 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.
- Children in all classes have a home-school reading record book. This enables parents to record information that they wish to share regularly with the teacher.
- Teachers use the home-school reading diary as a regular channel of communications with parents.
- The school encourages parents to share any issues about their child at the earliest opportunity. Teachers see parents immediately, if at all possible. Where this is not possible, the parent makes an appointment. We allow many parents to take the opportunity to have a word with the teacher when they collect their child from school.
- We arrange regular curriculum meetings for parents. These are meetings that explain areas of our curriculum. We hold a meeting for new parents each June and a meeting for Year 6 parents in October at their prospective secondary schools. The residential visit that Year 6 children make in the summer term involves a meeting for parents. This is related to the planning and content of the visit.
- If a child is absent from school, and we have had no notification of the reason, we contact a parent by telephone, if possible, to find out the reason for the absence.

7. Emergency Contacts

- The School keeps an up to date list of emergency phone numbers used to contact parents when a child is ill.
- In the event of school closure due to bad weather, heating failure or any other health and safety issue, parents are informed using the school texting service. They are also informed that they should tune into local radio stations for information and updates.

8. Internal Communication

- Information regarding internal communication within the school can be found in the Staff Handbook.