

Hall Orchard Barrow CE Primary School (Academy)
Communications Procedure

At Hall Orchard, we believe that good communication between 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.

These are our principles:

- Communicating with stakeholders, particularly parents, is a core part of what we do, not an afterthought.
- We will always try to share as much information as possible about any issue.
- If we cannot share information we will explain why.
- We will endeavour to work as transparently as possible by offering clear explanations for major decisions.
- We will communicate in a timely fashion and try to avoid parents receiving information about the school from other sources first.
- We will communicate in a voice which is courteous, jargon free and warm.
- Where information relating to the school is available in the public domain, we will direct people to it.
- We acknowledge that some information is of a confidential nature and will always respect that confidentiality.
- We will do our best to communicate with all school communities.

Strategies

We communicate with parents through a range of different methods. Some of our communications are the result of a statutory requirement; others reflect what we believe is important to our school:

Talking with staff

Class Teachers are always available for a 'quick word' at the start or end of the day. However, if you need to talk with the class teacher in more detail, please make an appointment for a telephone conversation or a meeting in person, as talking at length immediately before or after school is difficult for the teacher and the children. It is also possible to make appointments through the school office.

Transition meetings

- We hold a welcome event for new parents for new children going into reception each June. These take place in the evening, and parents have the opportunity meet the teaching staff and see their children's classrooms.
- We hold transition meetings/induction visits for children moving from pre-school to reception in July.
- We have a FS and KS1 meeting in September for children in Years R, 1 and 2 to discuss the routines that children will encounter and allow parents the opportunity to talk to their child's class teacher face to face.
- We have a KS2 meeting in September for children in Years 3-6 to discuss the routines that children will encounter in Key Stage 2 and allow parents the opportunity to talk to their child's class teacher face to face.

Residential trips

Where a major trip is taking place, such as the year 5 and 6 residential trips, the trip leaders will organise a meeting for parents well in advance to provide detailed information about all aspects of the trip.

Open Afternoons

Current parents are invited to spend a session in the school viewing work.

Workshops

Parent workshops are held termly with information specific to the year group that a child is in. There is usually a focus on Literacy, Mathematics and the third on another aspect of whole school development.

Curriculum evenings and afternoons may also be held to inform parents about how we are teaching aspects of the curriculum at Hall Orchard.

Parents may also be invited to information sessions regarding Internet safety, SEND, sex education etc.

Website

The school website <http://www.hall-orchard.leics.sch.uk/page/> is regularly updated with information about the school, including up to date policies, current news about what is happening in school and news of any changes to routine. The school diary can also be found on the website and is regularly updated. If, for any reason, the school needs to be closed this will be communicated on the home page of the website.

Twitter

Twitter is used to share current information and school events. @JJanemckay.

Text and E-Mail Communication

The school uses the Schoolcomms system as a method of text and e-mail communication. Parents are requested to include both mobile telephone numbers and email details on admission into the school. If and when these details change please inform the school as soon as possible so that we can update your details and keep you informed.

Where appropriate newsletters, whole school and group letters will be sent electronically.

Monthly newsletter

Details of school events, reminders, requests for help and news are shared in our monthly newsletter. This is distributed by email to all those who have provided an email address. It is sent by hard copy to those without email details. The newsletter is also published on the website.

Noticeboards

There are notice boards at the front and rear of the school.

Parents evenings and school reports

We do encourage parents to contact the school at any time if any issues arise regarding their child's progress or well-being, but we also provide two formal opportunities to meet one to one with the class teacher during the academic year. The first meeting is midway through the autumn term and identifies areas of strength and targets for future development.

Parents are invited to meet with their child's teacher again during the spring term to review their child's progress and information is shared in writing with parents. Parents are able to look at their child's work during these meetings. Parents will be given information and advance notice about such events, by letter and on the website. At the end of Autumn and Spring Terms a brief report on attainment, attendance, behaviour and attitude to learning will be sent home.

At the end of the summer term children will receive an end of year written report and parents can subsequently arrange to meet with teachers if there are any concerns. We also give parents/carers of children in Year 2 and Year 6 the details of their performance in the statutory assessments, and details of national comparative performance.

Staff communication with parents

At the beginning of each term all teachers will share a summary of their curriculum plans. This enables parents to support their child's work through a range of suggested activities to be shared with the child at home. Our curriculum overview is also available on the school's website. Wherever possible we also invite parents to take part in educational visits that are linked to the work. Children in all year groups Foundation Stage to Year 6 have a home/school liaison book which provides a range of useful information.

School prospectus

A school prospectus is available containing a range of information to give new and prospective parents a full picture of provision at our school. An up-to-date copy will also always be available in the reception area. Relevant information for parents is also included on our school website and this is updated regularly.

Public access documents

The school makes available a range of documentation for parents. These are available on our website and in hard copy format. Copies of school policies can be requested at reception and copies of governing body minutes and schools policies are available on request. A reasonable copy charge may be levied where requests for printed materials are made.

Monitoring

Regular formal surveys are conducted – for example annual parent questionnaire, questionnaires after parents' evenings and workshop sessions etc. and we utilise information given and to review practice and procedures.

Conclusion

Good communication is vital to home-school partnership. We communicate with parents in a variety of ways – face to face, through letters, via e-mail and texts, twitter, via our school website and app. The use of electronic and traditional methods is deliberate as not all parents prefer the same method of communication or have the technology to access electronic forms.

School staff take every opportunity to stress to parents that we wish to hear of their concerns and are always happy to communicate with them.

Further Information

If you have any concerns with regard to the way your personal data is being processed, please contact our Data Protection Lead (Officer).

Hall Orchard CE Primary School

Church Street

Barrow upon Soar

Loughborough

Leicestershire

LE12 8HP

Tel 01509 412 188

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Our data controller registration number provided by the Information Commissioner's Office is: Z654746X

Review

January 2023.

Methods of Communication

We continually strive to ensure all relevant information reaches parents. The table below sets out the types of information parents receive and where this information can be found.

Please be aware that most relevant information can be found on our website, www.hall-orchard.leics.sch.uk, under the heading 'News and Events'.

Parents should ensure that the school have an up to date email address on file to enable us share important information.

Subject of Information	How information is communicated
Charity/celebration days	<ul style="list-style-type: none"> • Letter/email • Posters in and around school
Class assemblies	<ul style="list-style-type: none"> • Website • Letter/email
Invitation to see children's work	<ul style="list-style-type: none"> • Website • Letter/email
Open evenings	<ul style="list-style-type: none"> • Website • Letter/email
Out of school events	<ul style="list-style-type: none"> • Website • Letter/email
Parents evening	<ul style="list-style-type: none"> • Website • Letter/email
Recent news/celebration of events	<ul style="list-style-type: none"> • Orchard Oracle • Twitter
School trips	<ul style="list-style-type: none"> • Website • Letter/email
Sports fixtures	<ul style="list-style-type: none"> • Website • Letter/email
Sports days	<ul style="list-style-type: none"> • Website • Letter/email
Term/significant dates	<ul style="list-style-type: none"> • Website • Orchard Oracle
Urgent information	<ul style="list-style-type: none"> • Email/text from school • Letter
Workshops	<ul style="list-style-type: none"> • Website • Letter/email
Performances	<ul style="list-style-type: none"> • Website • Letter/email
School closure	<ul style="list-style-type: none"> • Website
Copies of workshop/evening presentations, photographs of events etc.	<ul style="list-style-type: none"> • VLE