

# School Document/Policy




## Title: Home School Communication Procedures

This guidance is to be read in conjunction with related National Autistic Society Policies

### Declaration

The Sybil Elgar School does not promote partisan political views. The school will have regard for The Human Rights Act, 1998, The Disability Discrimination Act, 1995, as amended by The Special Educational Needs and Disability Act, 2001, including new duties 2002, and The Principles of the New Code of Practice, 2001, with special focus on Student Empowerment, Parents in Partnership and Consultation and Joint Working initiatives. In addition the school has regard for the protected characteristics as defined in the Equality Act 2010.

<b>Policy lead (s)</b>	<b>Deputy Principal, Lead Teacher &amp; Senior Administrator</b>
<b>Date of document</b>	<b>September 2014</b>
<b>Latest revision</b>	<b>February 2019</b>
<b>Signed Chloe Phillips Principal</b>	

**Review date:** February 2021

## **Purpose**

To promote the partnership between the school, parents and students through efficient and effective communication.

## **Principles**

Sybil Elgar School believes that families are a crucial influence and play a significant role on the education and development of our students, and effective partnerships between the school and home have a positive impact on student learning. It is important that parents have access to relevant information and that they receive our support, guidance and help quickly and effectively. It is important that parents are consulted and given opportunities to provide feedback to the school.

Sybil Elgar School recognises the important role played by parents, other adults, siblings and peers as key educators. The importance of effective systems for facilitating communication, not only to support the learning and well-being of our students, but also to reinforce our reputation as a “welcoming school”.

This Home-School Communication Supplementary guidance will embrace the principles of the National Autistic Society Equal Opportunities Policy.

## **Detail**

The school will endeavour to resolve any issues that concern parents as quickly and effectively as possible and will endeavour to acknowledge the communication should it not be possible to deal with the matter in the short term.

The school will use a variety of methods to respond to communications received – email, telephone, a meeting, or letter.

The school will use a variety of methods to communicate information on to parents – Parent Mail, Newsletters, Website, Email, Letters, Reports, Telephone, Parent Information Evenings, Home-School Contact Book, Annual Reviews, Parent Lunches and Parent Surgeries.

All letters that go home to groups of students will be sent via Parent Mail and individual letters are sent via post and also kept on the students file. Letters will be sent home to any student with absence due to illness. Parents are to be encouraged to use email and the Home School Contact Book as a way of communicating to teachers on a regular basis. Teachers

will also use this method on a daily basis to communicate with parents/carers.

All letters sent will be monitored by a Senior Manager before they are duplicated and distributed.

Communication on issues that affect the safety or wellbeing of a student(s) will be treated as a priority and with confidentiality.

A calendar of important dates, including parents evenings, trips, tests, closure days, etc, will be published on the school calendar, newsletter and sent out via Parent Mail.

Access to information – please refer to the Data Protection and E-Safety Policy for details of how to access information that may be stored in the cloud.

If a complaint is received by the school then the procedures contained in the Complaints Policy will be followed.

The school will consult with parents and provide opportunities for feedback through parents' surgeries, questionnaires and other means.

### **Roles and Responsibilities**

The Principal is responsible for ensuring that the school has effective communications with all its stakeholders.

The Family Liaison Manager will work with the Principal and Staff to support communication between home and school.

Staff are responsible for responding to communications as soon as possible and for acknowledging it should it not be possible to deal with the matter in the short term.

Regularly checking the student home-school diary for any communication from home.

Using the home-school diary as a means of communicating positive comments with home.

Any issues regarding behaviour, accidents or incidents during the day should be communicated directly with parents/carers via email or telephone.

Ensuring that ICT Support receives a copy of information on that should be published on the website.

The Pupil Administrator is responsible for:

- Ensuring that all letters, Newsletters and other relevant information is sent out via Parent Mail.
- Ensuring that parental contact information is accurate and current.
- Ensuring that any communication for publication on the web site is passed to ICT Support.
- Ensuring that copies of letters are placed on students files.

The Deputy Principal is responsible for:

- Ensuring that the website information is up to date.
- Informing parents and staff of IT developments which enhance communication.

Parents are responsible for:

- Ensuring that the school is informed of known absences of their child(ren).
- Ensuring that their child(ren) always carry their Home School Contact Book with them in school.
- Checking with their child(ren) that communication via the home-school diary has been shown to the relevant staff.
- Ensuring that all contact information for them held by the school is up to date.
- Leaving messages of availability and telephone numbers for contact if they want the school to respond by telephone.
- The Principal is responsible for evaluating the effectiveness of the Home School Contact book and this policy.

### **Monitoring and Evaluation**

The Principal will evaluate and monitor this policy through meetings with parents and feedback from staff and students.

The school will collect evidence of the perception of parents through questionnaires and will act upon this evidence as appropriate.