



*"Inspiring a love of lifelong learning"*

# Home School Community Policy

**Policy date: January 2020**

**Review date: January 2022**

Learning at Charville is underpinned by our Core Values

Respect

Independence

Self-belief

Honesty

Caring

Determination

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## 1. Aims

We believe that clear, open communication between the school and parents/carers has a positive impact on pupils' learning and behavior because it:

- Gives parents/carers the information they need to support their child's education
- Helps the school improve, through feedback and consultation with parents/carers
- Builds trust between home and school, which helps the school better support each child's educational and pastoral needs

The aim of this policy is to promote clear and open communication by:

- Explaining how the school communicates with parents/carers
- Setting clear standards for responding to communication from parents/carers
- Helping parents/carers reach the member of school staff who is best placed to address their specific query or concern so they can get a response as quickly as possible

In the following sections, we will use 'parents/carers' to refer to both parents/carers

## 2. Roles and responsibilities

### 2.1 Headteacher

The headteacher is responsible for:

- Ensuring that communications with parents/carers are effective, timely and appropriate
- Regularly reviewing this policy

### 2.2 Staff

All staff are responsible for:

- Responding to communication from parents/carers in line with this policy and the school's ICT and internet acceptable use policy
- Working with other members of staff to make sure parents/carers get timely information (if they cannot address a query or send the information themselves)

Staff **are not** expected to respond to communications outside of school hours or their working hours, or during school holidays.

### 2.3 Parents/carers

Parents/carers are responsible for:

- Ensuring that communication with the school is respectful at all times
- Making every reasonable effort to address communications to the appropriate member of staff in the first instance

- Respond to communications from the school (such as requests for meetings) in a timely manner
- Checking **all** communications from the school

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

### **3. How we communicate with parents/carers**

The sections below explain how we keep parents/carers up-to-date with their child's education and what is happening in school.

Parents/carers should monitor all of the following regularly to make sure they do not miss important communications or announcements that may affect their child.

#### **3.1 Email/ Letters**

We use email to keep Parents/carers informed about the following things and parents/carers are expected to ensure the email addresses/s we hold are current:

- Upcoming school events
- Scheduled school closures (for example, for staff training days or adverse weather)
- School surveys or consultations
- Class activities or teacher requests which is also communicated through DOJO
  - Letters about trips and visits
  - Consent forms
  - Our weekly newsletter
  - Outstanding debt letters

#### **3.2 Text messages**

We will text parents/carers about:

- Special events
- Payments
- Short-notice changes to the school day
- Emergency school closures (for instance, due to bad weather)
- Trips and visits, where appropriate
- Emergency messages / alerts

#### **3.3 School calendar**

Our school website includes a parent/carer school calendar for the year.

Where possible, we try to give parents/carers at least 2 weeks' notice of any events or special occasions (including non-uniform days, special assemblies or visitors).

Any such event will be included in the school calendar.

### **3.4 Phone calls**

Telephone contact is made using the contacts held by school. The calls are for individual information related to the child. Parents/carers are expected to ensure we have 3 contacts for their child and current contact numbers.

### **3.5 Reports**

Parents/carers receive reports from the school about their child's learning, including:

- An end-of-year report covering their achievement in each part of the curriculum, how well they are progressing, and their attendance
- A report on KS1 and KS2 SATs tests, Yr 1 Phonics screening and Y4 multiplication check
- A report on the results of public examinations
- Verbal updates at Parent consultation meetings

We can also arrange separate meetings where parents/carers can speak to their child's teacher(s) about their achievement and progress on request.

### **3.6 Meetings**

We hold parents/carers' evenings / afternoons once per term. During these meetings, parents/carers can talk with teachers about their child's achievement and progress, the curriculum or schemes of work, their child's wellbeing, or any other area of concern.

The school may also contact parents/carers to arrange meetings between parents/carers' evenings if there are concerns about a child's achievement, progress, or wellbeing.

Parents/carers of pupils with special educational needs (SEND), or who have other additional needs, may also be asked to attend further meetings to address these additional needs.

### **3.7 School website**

Key information about the school is posted on our website, including:

- School times and term dates
- Important events and announcements
- Curriculum information
- Important policies and procedures
- Important contact information
- Information about before and after-school provision including clubs

Parents/carers should refer to and check the website before contacting the school.

## 4. How parents/carers can communicate with the school

Please use the list in appendix 1 to identify the most appropriate person to contact about a query or issue, including the school office number and email address.

### 4.1 Email

Parents/carers should always email the school via [office@charvilleacademy.org](mailto:office@charvilleacademy.org) about non-urgent issues in the first instance. This will then be forwarded to the relevant member of staff.

We aim to acknowledge all emails within two working days, and to respond in full (or arrange a meeting or phone call if appropriate) within five working days.

If a query or concern is urgent, and you need a response sooner than this, please call the school and ask for the relevant member of staff.

### 4.2 Phone calls

If you need to speak to a specific member of staff about a **non-urgent** matter, please email the school office and the relevant member of staff will contact you within two working days. If this is not possible (due to teaching or other commitments), someone will get in touch with you to schedule a phone call at a convenient time. We aim to make sure you have spoken to the appropriate member of staff within five days of your request.

If your issue is urgent, please call the school office.

Urgent issues might include things like:

- Family emergencies
- Safeguarding or welfare issues

For more general enquiries, you can also call the school office.

### 4.3 Meetings

If you would like to schedule a meeting with a member of staff, please email the appropriate address – [office@charvilleacademy.org](mailto:office@charvilleacademy.org) (see appendix 1), or call the school to book an appointment.

We try to schedule all meetings within five working days of the request.

While teachers are available at the end of the school day if you need to speak to them urgently, we recommend you book appointments to discuss:

- Any concerns you may have about your child's learning
- Updates related to pastoral support, your child's home environment, or their wellbeing

## **5. Inclusion**

It is important to us that everyone in our community can communicate easily with the school. We currently make whole-school announcements and communications (such as email alerts and newsletters) in English and have a translation facility on the website.

Parents/carers who need help communicating with the school can request the following support:

- School announcements and communications translated into additional languages
- Opportunities for interpreters to attend meetings/ phone calls

We can make additional arrangements if necessary. Please contact the school office to discuss these.

## **6. Monitoring and review**

The headteacher monitors the implementation of this policy and will review the policy every two years. The policy will be approved by the Governing Board.

## **7. Links with other policies**

The policy should be read alongside our policies on:

- ICT and internet acceptable use
- Parent code of conduct
- Staff code of conduct
- Complaints

## Appendix 1: school contact list

If you have questions about any of the topics in the table below, or would like to speak to a member of staff:

- Email or call the school office on [office@charvilleacademy.org](mailto:office@charvilleacademy.org) / Tel nos: 020 8845 1707 / 3473
- Put the subject and the name of the relevant member of staff (from the list below) in the subject line (for emails)
- We will forward your request on to the relevant member of staff

**Remember:** check our website first, much of the information you need is posted there.

We try to respond to all emails within 2 working days

I HAVE A QUESTION ABOUT...	WHO YOU NEED TO TALK TO
My child's learning/class activities/lessons/homework	Your child's [class teacher]
My child's wellbeing/pastoral support	School office / pastoral team
Payments	Finance Team
School trips	Finance Team
Uniform/lost and found	Classteacher
Attendance and absence requests	If you need to report your child's absence, call: the main school telephone numbers 020 8845 1707 / 3473 If you want to request approval for term-time absence, letter to Head
Bullying and behavior	School office
School events/the school calendar	School office
Special educational needs	SENCOs
Before and after-school clubs	School
Hiring the school premises	Finance Team
The PTA	PTA through meetings
The governing board	School office
Catering/meals	Catering Manager

## Complaints

If you would like to file a formal complaint, please follow the procedure set out in our complaints policy.