

# **HOPE VIEW SCHOOL**

## **HOME / SCHOOL COMMUNICATION POLICY**

### **Why is effective communication so important?**

Positive lines of communication between home and school, is an essential element of the work of all schools. Effective communication enables pupils to receive continuity of education, care, support and management within home and school settings.

Our school has needed to adopt and foster additional forms of communication to enable pupils to gain access to continuity and to provide parents and staff with the information essential to provide this.

### **Personal Contact Details: Home Address, Telephone Numbers, Email**

The school holds emergency contact details for all pupils, and parents/carers are contacted on an annual basis to ensure that these are updated. Families are encouraged to alert the school immediately in the event that contact information needs to be revised. Depending on the nature of the communication, the school will use the most practicable means to contact a parent/carer.

### **Forms of communication used at Hope View School to provide effective communication.**

#### **1. Meeting : Termly Assessments**

Each term parents receive a curriculum overview. The assessment clearly identifies the National Curriculum stage at which a pupil is working, an effort level and any causes for concern.

#### **2. Meeting: Parents' Meetings**

All parents are invited to a yearly Parents' Meeting held in the Autumn Term. The meetings give parents and class staff the opportunity to talk through each child's progress, and time to look at work completed by the child during the term. Parents are allocated a 10 minute time slot; if more time is necessary, staff will be happy to arrange another meeting.

#### **3. Meeting: Annual Reviews**

All pupils at Hope View School have an annual review meeting. During each child's annual review meeting, staff and parents have an extended period of time (30-45 minutes) to focus on a pupil's progress and to plan together for future needs. Parents receive a written report after meeting, which highlights progress and to plan together for future needs. Parents receive a written report after the meeting, which highlights progress in all curriculum areas as well as social and personal development.

#### **4. Open Door Policy**

Parents are welcome to visit the school to discuss their child's progress, ask questions, gain support or to have the opportunity to talk about their child/home issues with either the child's class staff the Deputy Head or Head teacher. Parents are asked to phone the office to make an appointment.

This allows the school time to organise cover to make staff available to speak to parents. Our aim is to see the parents as quickly as possible.

## **6. Telephone Calls**

Telephone calls will be made where immediate contact with a family member is required, to discuss progress, sanctions, rewards and concerns or to report an injury or incident.

### **Other ways of building relationships**

School website

Parents' Forum

Parent Support Meetings

Looked after Children will also have a twice yearly review organised by their own local authority. This is normally held at the school and the SENCO attends.

## **Monitoring and Review**

**Policy Review Date: August 2020**

**Person responsible for this policy: Mrs C Lorne (Headteacher)**