

3.3 COMMUNICATIONS POLICY

Legal Status:

- Education Act 2010

Applies to:

- the whole school including out of school care, the breakfast club, the afterschool clubs, the holiday club and all other activities provided by the school, inclusive of those outside of the normal school hours;
- all staff (teaching and support staff), the proprietor and volunteers working in the school.

Other relevant documents:

- Home-School Agreement
- Admissions Policy
- Equality and Diversity Policy
- Special Educational Needs and Disability Act (SENDA)
- Inclusion Policy
- E-Safety Policy

Availability:

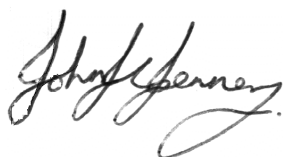
This policy is made available to staff on the school intranet and to parents & pupils on request, from the Office. It is also available to staff on the school intranet.

Monitoring and Review:

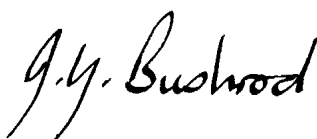
- This policy will be subject to continuous monitoring, refinement and audit by both the Principal and the Headmaster.
- The Proprietor undertakes an annual review of this policy and of the efficiency with which the related duties have been discharged, by no later than one year from the date shown below, or earlier if changes in legislation, regulatory requirements or best practice guidelines so require.

Signed:

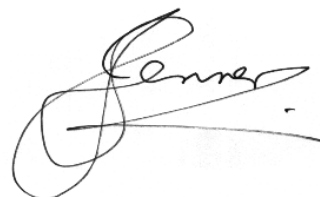
Date: October 16



Mr J. Jenner jr.
Principal



Mr J. Bushrod
Headmaster



Mrs J. Jenner
Proprietor

Communications Policy

Introduction

Schools have many lines of communication to maintain: with parents, with the community and within the school. Good communication between the school and the home is essential and children achieve more when schools and parents work together. Parents can naturally help more if they know what Magdalen Court School is aiming to achieve and how they can help.

Aims and Objectives

In our school, we aim to have clear and effective communications with all parents and with the wider community. Effective communications enable us to share our aims and values, through keeping parents well informed about school life. This reinforces the important role that parents play in supporting the school in educating their child. We have various strategies for communicating with parents. We:

- must make our written communications as accessible and inclusive as possible;
- must be as informative as possible, use easy to read font and add pictures wherever appropriate;
- wish to recognise and celebrate the contributions made to our society by all the cultural groups represented in our school.

Parents can at any time request a meeting with the Class Teacher, Deputy Head, or Principal by email, in person, in writing a note in the child's homework diary or via the school office.

Home-School Agreement

The Home-School agreement explains the school's aims and values, the school's responsibilities towards the children, the responsibilities of the parents, and what the school expects of the children. We expect parents to sign this agreement when their child starts in our school (implemented October 2012). 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. The Principal reviews the Agreement annually.

Home-School Communication

- Parents receive a termly communication which include some or all of the following: what the pupils have been doing, what future topics will be, upcoming events, notes from the office, award winners and photos. Parents expect the newsletter and appreciate the regularity of the contact. We hope to launch all newsletters onto our new website this academic year. We send other letters of a general nature when necessary. The school also has a 'Facebook' page
- Parents drop off and pick up their children at the school each day allowing access to the Class Teacher on a daily basis.
- The Principal agrees to meet with or at least telephone or email parents within 24 hours of an inquiry.
- There is a formal parents evening in the autumn term, where parents have a time slot to meet with the teacher and discuss their child's progress. Teachers are also available on request for further meetings if required.
- An occasional school magazine is produced which includes lots of photos and information, including residential trips, visits, dress-up days and other special events.
- 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 reading record and/ or homework diary. This enables parents to record a wide range of information that they wish to share regularly with the teacher.
- Teachers use the diary and/ or reading record to record homework assignments and as a regular channel for communication with parents. It is to be signed daily by parents. The school encourages parents to share any issues about their child at the earliest opportunity.
- If a child is absent from school and we have had no indication of the reason, we contact a parent (by telephone if possible) to find out the reason for the absence.

Communication with other schools and outside agencies

- We recognise that children have a fundamental right to be protected from harm, that their protection is a shared responsibility and that our school should provide a safe and secure environment.
- We are the people most in contact with our children and we are therefore in a unique position to identify and help abused children. So when any member of staff has concerns about a child, these will be passed on to the Principal or the Designated Safeguarding Officer (DSO).
- We hold information on pupils in our school and from time to time we are required to pass some of this information to others for education purposes. This is a requirement under both the Data Protection Act 1998 and the Equality Act 2010.
- Parents have a right to view the information we hold and we have contact details of the agencies to which our information is passed.

Electronic Communication

- We use the Internet, e-mail and we have a school website. All school members may communicate with others through the Internet.
- There are many benefits but also a number of possible dangers. Safeguards in our school include constant adult supervision, controlled links and the use of child-friendly search engines.
- The Internet may be used in lessons 'live' for lesson content and for interactive teaching programs.
- Our school website provides only phone and e-mail contact details of Magdalen Court School.
- Members of staff have their own school-provided e-mail accounts, which parents can contact them on.

Use of Photographs and Names

- Photographs are used in and around our school for many purposes, displays, records of practical work (e.g. art or technology projects) and records of important school events.
- We may use photographs of children or their work when communicating with parents and the wider community, in newsletters and in the school prospectus.
- Photographs will be checked to ensure that they are suitable (photos of children in swimwear would be unsuitable).
- Parents who do not wish for their child to be photographed and published, inform the school when they join.