

Summary statement on the communication opportunities between home and school – October 2019

Our aim at The Greetland Academy is to offer appropriate channels of communication between home and school in order to tailor our communication to meet the wide range of family circumstances. All of our parents and families should have access to respectful, regular and considered communications. This includes lines of regular communication about all of your child's achievements, progress, social and emotional development and general well-being whilst on their school journey with us.

As per our partnership agreement with you the academy staff will:

Keep you informed of your child's progress and offer encouragement and support.

*Be available to discuss your child's progress formally at Parents Evenings
and informally by mutual arrangement.*

*Ensure respectful communication by providing appropriate lines of communication
which are accessible, regular and considered.*

Have available, on request, information about the complaints procedure.

These are the current opportunities we provide for you as parents/carers to meet our partnership agreement:

Seesaw: Seesaw is our main means of communication with parents. It is designed to share and celebrate learning. It helps teachers to capture the learning process and provides parents with a window into the classroom so they can support learning at home. Every child has an individual account and we would like all parents to link to these to receive regular updates about progress and achievement plus class, year group and school news. There will be at least one 'Principal's Message' per half-term. All letters to parents, excepting those requiring signed consent, will be posted on Seesaw. If a parent cannot access Seesaw they should inform the main school office.

Parents are asked not to use the comment facility on Seesaw to raise concerns. Teachers cannot be expected to read and respond to messages on Seesaw in the evenings or at weekends. To raise, discuss and resolve any concerns please see our 'Open Door' policy below.

Facebook: These public posts about the Academy offer news and information, and often celebrate achievements and events within school life.

Parents are asked not to use the comment facility on Facebook to raise concerns. This is not a purpose of our page. As above to raise, discuss and resolve any concerns please see our 'Open Door' policy below.

Home/School planners and Reading Diaries: These are opportunities for parents to be kept informed and provide feedback on a daily basis. Class teachers regularly check these diaries. Senior staff monitor parent comments for trends or any required future action-planning.

'Learning Launchpad Curriculum Dashboards': Created by all year group class teachers and published on Seesaw at the start of every half-term to inform parents and carers of the learning intentions of all the subjects being taught in that half-term plus key dates and useful reminders. These can also be accessed via the Communication tab on the Academy website.

Phone/email/text messaging service: To provide instant messages to parents and carers; to remind parents of upcoming events or inform them of any last minute changes to plans (including bad weather/emergency closure information). All parents can sign up to for free to our text messaging service.

School website: This is kept up to date, including our Facebook feed of current school activity, and is the place for you to find all information about school life, most communication lines, including diary dates and letters can be located within it. We are happy to provide you with paper copies of any of these, on request, from the school office.

General communication about our provision: The School Prospectus, Our New Intake Booklet and Policies on our web pages. All are accessible from our webpages along with a 'contact us' link.

'Open Door' Policy: All of our Academy class teachers are happy to meet with parents to discuss any issue or concern about children at a mutually convenient time (respecting teacher working expectations and well-being). Everyone benefits from a speedy resolution and suggestions for ways forward. If such a meeting does not result in a satisfactory solution, parents can arrange to meet with a member of the senior management team.

From parental feedback received, the best time to informally see your child's class teacher is after the children have left for the day, from 3:15pm at Key Stage 1 and from 3:30pm at Key Stage 2.

Email contact with staff should only be via the Academy's office email addresses: ks1@greetlandacademy.org.uk and ks2@greetlandacademy.org.uk . Both site's reception offices can be contacted via 01422 372893.

It is good practice for schools to give parents opportunities to discuss their child's progress with class teachers and to discuss a written report with them. At the Greetland Academy, in addition to our 'open door' invitation, we arrange access to: 4 open afternoons per year, 3 pupil reports and a parents' meeting over 2 evenings for you to discuss and receive reports and updates on your child. These are detailed below:

Open Afternoons: 4 times a year (Autumn 1, Autumn 2, Spring 1 and Summer 2) from 2:15pm – 6:00pm. Parents and carers can look at their child's work with their child and see their learning environment. They are planned in advance with dates on our website calendar. Different days of the week are used throughout the year to seek to accommodate all parental arrangements.

As these are informal 'drop-in' events, without appointments, there are often the parents of several children visiting at the same time. As per our 'open door' policy above we would recommend that any issues or concerns are raised at the end of normal school days rather than saving them up for these afternoons.

Termly reports:

The end of autumn term report* includes teacher comments about your child, information about their progress in English and Maths and their behaviour for learning.

Before the parents' meeting in the spring 2 half-term parents will receive a further progress report for English and Maths and behaviour for learning. The purpose of this report is to inform the conversation at the parents' meeting. The final, end of year, report will give information about your child's attainment in all curricular subjects and include teacher comments and information about their preparation for transition and future targets.

These reports provide an opportunity for your parent comments and pupil voice comments. These are collected in school, tracked and monitored by senior staff and any concerns expressed by you are fed into our monitoring processes.

*Instead of an autumn term report Reception parents will be invited to an autumn half-term 1 'Teacher Meet'. Appointments are offered to talk with class teachers about settling into school life.

Parents' evening: Parents/carers are invited into school to speak to their child's class teacher to receive updates on attainment and progress to date and discuss next steps in their child's learning as they move into the final term.

Transition events: to communicate important information to aid a smooth transition for parents and children into and across our academy. These include Reception open-day events, 'New Intake' evenings, Key Stage 1 to 2 transition evenings, Yr4 & Yr6 residential evening meetings and SATS parent's evenings. Invitations will be sent to you as parents. Feedback from parents is welcomed.

Parent Questionnaire: Parents are asked questions taken from Ofsted guidance on their evaluation of The Greetland Academy. Summary results are made available on our website with details of how we plan to develop areas highlighted by parents.