




Hunnyhill Primary School

| | |
|------------------------------|---|
| Date of Review | July 2023 |
| Next Review Due | July 2025 |
| Staff Responsibility | Headteacher |
| Responsibility FGB/Committee | FGB |
| Signed by Chair of Governors |  |

Parental Involvement & Communication Policy

Any reference to 'parents' in this policy encompasses all parents, carers, or guardians with legal responsibility for the children.

Rationale

At Hunnyhill we believe children's first educators are their parents. Therefore, we understand and value the importance parental contribution makes on children's learning and development. For this reason, we will provide the support and guidance parents need to fully support their child.

Aims

To provide good communication of information to parents

We will aim to do this through:

- Ensuring that parents are aware of the systems and policies operating within school. This may be through the school website, Class Dojo, information booklets or meetings with staff.
- Informing parents on a regular basis about their child's progress.
- Making sure that parents are well informed about what is happening in school through; their child's Class Dojo and the website
- Sharing information about planned activities and topics with parents.
- Providing written reports to parents three times a year giving details about their child's achievement and progress; and periodic parent meetings with the class teacher.
- Providing guidance and advice to support home learning.
- Making known to parents the system for registering queries, complaints or suggestions.

To ensure that parents are enabled to become involved.

We will aim to do this through:

- Working with parents to develop an understanding of their child and their family.
- Ensuring that parents have the opportunity to become familiar with the requirements of the Foundation Stage in the Early Years and the National Curriculum throughout the rest of the school.
- By sharing snack/dinner menus and Healthy Eating policies with parents.
- Providing opportunities for parents to contribute within school activities from their own skills,

knowledge and interests.

- Sharing information with parents either formally or informally.
- Welcoming contributions from parents, whatever form these may take.
- Encouraging parents to become involved with the Hunnyhill Fundraising events led by the school.
- Encourage parents, and grandparents, to become volunteers in the school.
- Supporting the Parent Voice group to gain feedback from parents to support the school's vision for the children.

How we communicate with parents

- Parents' Evenings - these are held periodically throughout the year; they are a good opportunity for parents to ask about their child's education in more detail.
- Individual Meetings - there are occasions when the school needs to speak to a parent or the parent needs to speak to the school. The appropriate member of staff will always try to arrange such meetings at a time convenient to the parent.
- Information Evenings Information sessions are held to support and inform parents about aspects of their child's education, such SATS or transition meetings.
- Telephone Calls - school will frequently use the telephone to inform a parent quickly of any important matter that has arisen concerning their child.
- E-mails - the school has an email address and recognises the growing popularity of this method of communication. The school will respond to email enquiries as promptly as possible.
- Letters - where an issue is less urgent or needs to be a matter of record, the school will communicate with parents by letter and/or by using the Class Dojo message system.
- Social Media - the school will use its social media sites (Facebook and Instagram) to publicise the school and share photos of events that occur in school.
- Tapestry and Class Dojo - Both Tapestry (in Early Years) and Class Dojo (in Years 1-6) can be used by parents to view some of the learning, events and experiences their child has accessed in school.
- Class Dojo - Parents can also communicate with their child's class teacher, the office and Inclusion Team using Class Dojo. Staff aim to respond to messages within 48 hours during the working week, 8am until 5pm. Staff are not expected to respond to messages during weekends and holidays. Urgent safeguarding messages will take priority.
- Bad Weather Arrangements - on very rare occasions inclement weather, usually snow, makes it necessary to close the school. This is done in conjunction with the local authority. Isle of Wight radio is informed and is very reliable in broadcasting news. The school's social media and website are also kept updated.