

# ***Tow Law Millennium Primary School Communications Policy***



## **Introduction**

Good communication between the school and the home is essential. Children achieve more when schools and parents work together. Parents can help more if they know what the school is trying to achieve, and how they can help.

In our school, we aim to have clear and effective communications with parents and the wider community. Effective communications enable us to share our aims and values through keeping parents well informed about school life. This reinforces the importance of the role that parents play in supporting the school in educating their children.

We communicate with parents through a range of different strategies. Some of our communications are the result of a statutory requirement, others reflect what we believe is important to our school.

## **Home-School Agreement**

Our Home-School Agreement is reviewed on a yearly basis. From January 2016, it is no longer a statutory requirement to have a Home-School Agreement. However, at Tow Law Millennium Primary School we have chosen to maintain this procedure because it outlines many important factors about our school: the school's aims and values, the school's responsibilities towards the children, the responsibilities of parents, and what the school expects of the children. We ask parents to sign this agreement when their child starts in our school.

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. Our governing body reviews the Agreement annually.

## **Annual written report to parents: children's achievements**

Each year we provide a written report to parents on each child's progress in the various areas of learning of National Curriculum subjects. This report also identifies areas of strength and areas for future development. In our school we ask the children to comment on their own progress (during pupil profile meetings), and parents to make a similar comment (either on the written report or during parents' evening meetings). We also give children in Year 1 and Year 6 the details of their performance in the national tests.

Parents are also given the opportunity to meet with their child's teacher three times a year for a parents' evening meeting. This gives parents the opportunity to celebrate their child's successes and support the child with any areas of development. Parents are able to look at their

child's work during these meetings. We encourage parents to contact the school if any issues arise regarding their child's progress or well-being.

Termly pupil profiles covering literacy, numeracy, attitude and behaviour are completed alongside the pupils and sent out to parents three times a year.

## **Public access documents**

The school makes available a range of documentation for parents. We keep a master set in the school office, and we make this available on request. It contains copies of all school curriculum policies, minutes of governing body meetings and copies of policies that the governing body are required to have in relation to charging and remissions, sex education, health and safety, curriculum, performance management, admissions and action planning following inspection. It also contains a range of national and LA documentation.

## **Home-school communications**

We send a newsletter to parents each term. It contains general details of dates of school events, curriculum focus, clubs and activities. Parents enjoy receiving the newsletter and appreciate the regularity of the contact. We send other letters of a general nature when necessary. A whole school newsletter is sent out on a termly basis. We also use our school

We use text and email to keep parents informed about day to day matters/clubs/trips etc. We introduced a school Facebook Page in January 2018 and this is used regularly to give immediate information to parents/carers. A weekly update is posted on the page on a Monday morning with the key events and information needed for that week. Photographs are also posted from events/activities during the week to allow parents to keep up to date with their child's education, school experience and any trips/visits. Stars of the week are also posted after each Friday family assembly.

Information about termly topics can be found on the school website. We invite parents to support their child's work through a range of suggested activities to be shared with the child at home. We also invite parents to take part in educational visits that are linked to the work.

The school encourages parents to share any issues about their child at the earliest opportunity. Teachers see parents immediately, if possible. Where this is not possible, the parent makes an appointment. We allow many parents to take the opportunity to have a word with the teacher when they bring/collect their child from school.

The residential visit that Year 5/6 children make involves a meeting for parents. These are related to the planning and content of the visit.

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.

## Liaison

This school is committed to a curriculum which is designed to ensure equal access to learning opportunities and experiences for all children. In order to ensure continuity and progression across phases, there is a need for inter-school liaison to be extended and developed.

The National Curriculum is designed as a continuous process from 5-16. If a structured progression is to be achieved, effective liaison between Tow Law Millennium Primary School and its feeder secondary schools is necessary.

The school sees liaison as a professional activity involving the processes of:

- Exchange of information
- Exchange of ideas
- Facilitating continuity and progression
- Facilitating whole school planning
- Increasing mutual understanding and respect.

In order to achieve this we have:

Developed closer working links - extending planned and co-ordinated liaison to promote shared expertise and resources between schools: cross phase DT/Science/PE.

Set up a programme of partnership to encourage year group links especially at the Key Stage 2/Key Stage 3 phase.

Developed a robust planned induction programme to facilitate a smooth transition from Key Stage 2 to Key Stage 3.

## School Website

Our website is constantly being updated and is reviewed regularly by Governors. It contains information relating to all aspects of school life and is organised under the following headings:

- Home
- Welcome
- Tow Law News
- About our school
- Key information
- Facebook news feed link
- Parents information
- Pupil information
- Curriculum

- [Classes](#)
- [SEND](#)
- [Calendar](#)
- [Contact us](#)

**Signed:** *Lisa Jackson*

**Date:** Summer 2025

**Review Date** Summer 2027

If you require this information summarised in another language or format please contact the school office on:



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