

Communications Policy for Parents– CIS

1 Introduction

- 1.1 Good communication between the School and the home is essential. Students 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.
- 1.2 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.
- 1.3 We communicate with Parents through a range of different strategies. Some of our communications reflect statutory requirements found in Schools in England, both Independent and State; others reflect what we believe is important to our School taking into consideration our own needs and environment.

2 Home-School Agreement

- 2.1 Our Home-School Agreement is a requirement of the School Standards and Framework Act 1998. It explains the School's aims and values, the School's responsibilities towards the Students, the responsibilities of Parents, and what the School expects of the children. You must sign this agreement when your child starts school. There is a version of this Agreement in the Student Diaries.
- 2.2 The Agreement covers the standard of education in our School, the ethos of the School, our expectations on attendance (and good behaviour), common School rules and our expectations about homework.

3 Annual written report to Parents

- 3.1 Each year we provide two full written reports to on your child's progress in the various areas of learning of National Curriculum subjects. These reports also identify areas of strength and areas for future development.
- 3.2 As well as receiving full written reports in Terms 1 and 3 (and interim reports in Secondary School), you are given the opportunity to meet your child's Teachers for consultations throughout the academic year, at the beginning of Terms 1 & 2 and at the end of Term 3. There will also be other occasions throughout the academic year when you can meet with Teachers. This gives you the opportunity to celebrate your child's successes and support with any areas of development. At CIS we encourage Parents to contact the Class, Form or Subject Teacher if they have any issues arising regarding their child's progress or well-being. Should you require or feel you need to take issues further then you should contact the Head of Department (Secondary subject) or Middle Manager (Primary Early Years & Key Stage 1 or Key Stage 2). Further to this level would be the Assistant Headteachers (Primary or Secondary) and finally the Head of School.

4 Home–School communications

- 4.1** A newsletter to Parents is published on the School web-site and a copy is emailed to Parents, each month. It contains general details of School events and reports of activities. Other information is communicated to Parents by a combination of email, web-site documentation and hard copy, either Student diary or letter.
- 4.2** At the beginning of each academic year you will receive email ‘welcome letters’ from your child’s Class Teacher or Form Teacher and Specialist or Subject Teachers. They will use their Teachers School email address. This letter would be an introduction from the Teacher relevant to their job at CIS, Students’ timetable and details about homework expectations. Information about your child’s academics and what is to be taught would be available through various documents published on the School web-site or intranet.
- 4.3** Students in all classes have a Home–School Diary or Communication Book. Teachers use the Home–School Diary to record homework assignments, and as a regular channel of communication with Parents. This enables you to record a wide range of information that you may share regularly with the Teacher and vice versa. Class and Form Teachers will enter a short comment in the diary at least once a week, either a pastoral or academic comment that hopefully reflects positive attributes exhibited by your child that week. However, Class or Form Teachers and Specialist or Subject Teachers may use this if they have any initial concerns over your child’s conduct or attitude towards academia.
- 4.4** The School encourages Parents to share any issues about their child or changes to domestic circumstances at the earliest opportunity. Teachers will see Parents at the earliest convenience. Where this is not possible, Parents should make an appointment.
- 4.5** If your child is absent from School, and we have had no indication of the reason, the Class/Form Teacher will inform the School Office to contact you by telephone to find out the reason for the absence. Parents must inform the School if there are any changes to contact details, such as telephone numbers or email addresses.
- 4.6** Email is the simplest form of communication. Your child will be given an individual email account during their time at the school, which they are expected to check daily. Your child can send and receive emails from many computers in the School and remotely.

You may wish to use email for contacting staff. The format for staff emails is: [surname][first initial]@cislago.org. Staff may take time to respond because of teaching commitments, but you should receive a reply within 24 hours during term time. Where Parents are separated or divorced copies of letters and emails will normally be sent to both Parents.

5 Emergency Communications

Parents must ensure the school always has current contact telephone numbers and email addresses so that contact can be made in an emergency, such as unplanned closure due to power failure, or an injury to your child. We will attempt to contact you by telephone if your child is injured or taken seriously ill. Where an incident affects the whole school community, such as a security

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concern, the School will send all Parents an email or text message directing them to a special message posted onto the school's website; the response will, inevitably, depend on the circumstances. The first and greatest priority will always be to look after the students. The second priority will be to give Parents the fullest possible account of events as soon as possible; we will always tell you personally if your child is injured, or has suffered some mishap unless the emergency services take this responsibility and instruct otherwise.

6 Parental responsibility

- 6.1** The School will assume both Parents have parental responsibility unless notified to the contrary. We would require proof if other family members (e.g. step-parents, other relatives) have parental responsibility.

The School cannot get involved in disputes between parents in the event of separation or divorce. All correspondence and information will be sent to all holders of parental responsibility (letters, school reports, calendar, invitations to school events) unless otherwise advised.

- 6.2** Correspondence with third parties about your child will only be made after the holders of parental responsibility have informed the School. This correspondence includes requests for information on academic history, personal references, and external test administration.

7 Review

- 7.1** This policy will be reviewed annually by the Senior Leadership Team.