



And Nursery



Mulbuie Primary School Home↔School Communication Policy October 2014

Mulbuie Primary School aims to offer useful and effective means of communication between home and school and vice versa. As such, several methods are in place and we encourage parents, pupils and staff to use the most appropriate method as outlined below. We recognise that in this age there is an increasing reliance on electronic communication, and we aim to reflect that in our communication methods at the same time as still offering the more traditional vehicles for sharing information.

1. Newsletters

The school aims to keep parents informed of the day to day events that make up school life at Mulbuie. This will be communicated in regular newsletters. Within these, parents will also receive information regarding progress in the school improvement plan and curriculum developments. On occasion, additional materials will be sent home regarding the curriculum.

The newsletter is available either electronically or via school bag mail, and can be posted out on request to parents not living at the family home.

If parents are unsure about any aspect of these newsletters or seek further information, please ask via the home/school communication jotter or by asking the class teacher.

Please note- newsletters can be obtained, by request, in alternative formats eg large print/ audio.

2. Websites

The school has a website which holds information on upcoming events and dates for the diary. It has a “newsflash” section which is updated wherever possible in the event of a sudden change of plan such as an unexpected school closure or a broken down bus.

The School Improvement Plan and Standards and Quality Report are available on the website, along with minutes of Parent Council Meetings.

Each class including the nursery has a page on the website which is kept updated with news and pictures showing what has been going on and what the children have been learning.

The Highland Council also has a website with a range of information from policies and procedures to term dates and free school meal advice.



3. Home↔school communication jotter/diary

All pupils are given a home↔school communication book. The style of these may vary from class to class and from year to year. They are checked daily in class and the school requests that they are also checked daily at home. The older pupils are however expected to take responsibility in drawing the teacher or parent's attention to specific notes.



Purpose- These jotters/diaries contain information from school on an informal basis, often containing reminders about events or homework. Additional homework books or folders may also be given.

Parents/carers should use these if they have any questions about the day to day class teaching or organisation; queries about events or homework; requests for appointments or to give information that is important for the teacher to know eg *they are being picked up by granny rather than taking the bus that day*.

Lost property – All pupils are expected to take care of their own belongings. They are allocated a peg and shoe box in which to store their coats, shoes etc. If they lose something, they will be asked to look for it at school and in the lost property box. Where it still cannot be found, support staff may be able to help and parents are always most welcome to come to help their child look for it at the end of the school day.

4. Noticeboards

There is a noticeboard in the nursery foyer with detailed information on planned learning, dates for the diary, opportunities for parents to come in to the nursery, health advice and such like. Parents of children in the nursery can also opt to have the planned learning theme emailed to them weekly.

There is also a noticeboard outside the back door of the school displaying information on some clubs and events in the local community.

5. Appointments with the class teacher

If parents feel they have a more complex or sensitive concern or are worried about their child's progress, they are welcome to make an appointment to discuss it with the class teacher. By phoning the school, a time can be set aside that is suitable for both parents and class teacher.

6. Appointments with the head teacher

If parents would like to discuss a whole school or a specific issue or concern that cannot be addressed through the home/school book or by speaking to the teacher, they should phone the school to speak with the head teacher or, if they prefer, make an appointment at a time to suit both. Concerns/issues can also be raised via letter.

7. Our Curriculum

At the start of every term, each class teacher, as well as the Early Years' Practitioners in the nursery, publishes a curriculum letter giving information on the learning planned for the term ahead.

The school produces a Standards and Quality report and an Improvement Plan each year, which are available on the website or from the school office on request.



8. Information Sessions

Mulbuie offers informal open afternoons and information sessions to allow parents to find out in more detail what their child is learning at school. These may include national and local curriculum development information.

9. Children's Progress

Parents are afforded two formal opportunities to discuss their child's progress and will receive a written progress report in May or June of each year.

If parents have concerns about their child's progress they may wish to make an additional appointment with the class teacher.

If the school has concerns regarding a pupil's progress or other matters such as their behaviour or well-being, the class teacher or head teacher will contact the home to invite the parents into school for a discussion.

Behaviour charts- some children may benefit from using a motivational chart.

These will be drawn in conjunction with the parent, child and class teacher and are a good way to communicate behaviour between school and home. To reinforce expected behaviour, we ask that these are discussed at home.



Additional Support Needs

Parents of pupils with significant additional support needs are offered one or two further opportunities in an academic session in addition to the Parent's Evening to talk with the class teacher and any other relevant professionals and review the support provided in the form of a Child Plan Review.

10. Suggestion Box

If parents/members of the community would like to make suggestion, there is a suggestion box allocated in the entrance of the school. These can be sealed in an envelope if desired. All suggestions will be considered and may be discussed with a wider group eg pupils, staff, parent council.

Suggestions can also be put forward by letter.

11. Nursery Drop In

During term 3 and 4, a "drop in" opportunity is offered for the parents of children in Nursery 4 to pop in during a certain time each week to chat with the Head Teacher without an appointment. This is aimed to help towards a smooth transition into P1.

12. Parent Council

If parents would like to raise issues that would be beneficial to discuss as a group, they are welcome to do so through the Parent Council. The focus would usually be on questions, information or queries where the home/school diary or speaking to the class teacher/head teacher cannot be used to address them.

If that is the case, parents should contact a member of the parent council to ask for the item to be added to the agenda for the next meeting.

The chair of the parent council will advise if it is a school based issue or one for the parent council to address, and is often in a position to answer school questions directly.

Not all school based issues, raised at the parent council, will be acted upon immediately as it may be appropriate for the head teacher to discuss it with staff or to take time to consider it. The outcome of any discussion will be relayed to the parent council at the next meeting.

The minutes of the parent Council Meetings communicate information on the happenings of the meeting as well as the oral Head Teacher's Report given at each meeting. These minutes are available on the school website or on request from the school office.

13. Pupil Council

Information is, on occasion, communicated directly via letters, notes and posters by the pupil council. Pupil council members are afforded opportunities to communicate directly with the parent council.

There is also a Pupil Council section on the school website.

14. Surveys

From time to time, parents and/or pupils will be asked their views about aspects of the curriculum or other matters. These surveys may be conducted by the school, the pupils or by the parent council. Information received and any action taken will also be communicated.

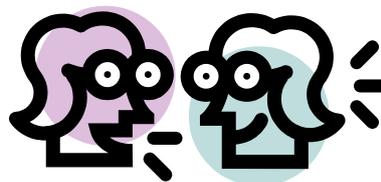
A monthly opportunity is provided by the nursery for parents to talk with their children and feed back to the nursery what they have enjoyed and think they have done well.

15. Authority

If parents feel that, despite going through the routes outlined above, their issues have not been resolved, they are welcome to contact the Area Education Manager at the Dingwall Council Buildings. The manager will discuss the concerns with the head teacher and return to the parents with an outcome.

16. Informal oral communication

Teachers, parents and pupils often pass on messages orally. This is often a good way of passing on information in an informal manner. It would not be used for passing on more important information as it cannot be guaranteed to reach its destination.



17. Planned Events

We do organise a range of events over the year – if they are planned far enough in advance they will be in the newsletter, but there are occasions where the arrangements happen too late to put it in. Details of these can be found on the website or in the communication book, and on occasion, a note or flyer may be sent home indicating what the children need to bring if anything.

Permission slips are always sent by school bag mail.

18. Communicating Good news

We hope that at Mulbuie Primary, ‘most news will be good news’ and offer means to communicate it.

Achievement books- all pupils share and record achievements from home and school. These are shared with parents at open afternoons. Achievements are also shared at assembly, in the monthly newsletter and through rewards such as stickers, certificates and verbally.

Children’s work is displayed and pupils gain points for their respective school houses through effort, good work and positive behaviour.

Good work and behaviour is always communicated verbally to the children who are, in turn, encouraged to share it with parents at home. The teacher may also share good news with parents via the home ↔ school communication book. Parents are invited to do likewise.

Finally, if parents are pleased with aspects of the school, they are invited to communicate that to the school or parent council. This helps the school to build a positive ethos which in turn helps create an encouraging learning and teaching environment.