

# St Luke's Primary School



## **Communication and Information Policy**

2023

We value our relationships with our school community. We aim to share and celebrate our achievements with you. Communication between home and school is essential. This Policy is for all members of our community so that we can ensure that important and relevant information is shared in an appropriate and timely manner.

There are many ways that we endeavour to share information with you. The information below shows a range of ways that teachers and school can keep in touch with parents and the wider community so that everyone is involved and informed.

### **Learning and Achievement**

- Meet the teacher/Curriculum Evening-Early in the Autumn Term.
- Online Parent consultations – three opportunities each year (once per term)
- Written School Data Reports – Autumn, Spring and Summer Term
- Class assemblies- two 30 minute assemblies, planned by each class during the academic year- celebrating learning
- Sharing Sessions – time in class to look at the learning and work produced
- End of term celebration – hosted at St Luke's Church in the last week of each term.

### **Organisation and Relationships**

- Email
- Curriculum Letters - termly
- School information letters/Newsletters- monthly
- Class information letters/Newsletters- weekly
- Playground notice board of local events and clubs
- School Website
- Facebook
- Twitter
- Telephone
- Parish magazine
- School Celebrations/ Exhibitions
- Parish Links
- School Office
- Questionnaires
- PTA

# St Luke's Primary School



## Organisation and Relationships

**Email** - The admin email for the school is [admin@stluke.sch.je](mailto:admin@stluke.sch.je) Ms Hamon, our school secretary, receives emails throughout the day.

The aim of this service is to inform parents of school events and/or change of circumstances such as football club cancelled due to poor weather or school closures.

Class teachers may also email/ a class letter regarding specific class events. We may also use this service to advise of school events. This service does not include sending messages on behalf of third parties.

**School Newsletters.** We aim to send our newsletters once a month. They contain information that affects the whole school. The newsletter also contains information about fundraising events and activities. Parents who have registered with email will receive this electronically. A copy is uploaded onto the school website ([www.stluke.sch.je](http://www.stluke.sch.je)). A paper copy is displayed in folders in the front lobby.

**Class Newsletters.** We aim to send our class newsletters once a week. They contain information that affects the specific class. The newsletter contains information about learning events and activities the children have experienced as well as upcoming learning, requests and in. Parents who have registered with email will receive this electronically. A copy is uploaded onto the school website ([www.stluke.sch.je](http://www.stluke.sch.je)). A paper copy is displayed in folders in the front lobby.

**Letters.** On occasions we send out letters to parents regarding specific events such as sports fixtures, school visits and important school information that cannot wait until the next newsletter day! Parents are requested to check their children's book bags on a regular basis and return any slips directly to the office. We will also endeavour to use email for this.

**Website- [www.stluke.sch.je](http://www.stluke.sch.je)** this is the address for our school website. Copies of all our school policies and the school handbook can be found here. The site also contains a school calendar which shows key dates for activities and clubs.

**Telephone.** Most phone calls are answered by Ms Hamon. Please ensure that you phone the school office before 9.00am if your child is unwell.

**Text Message.** For individual or small group/teams Ms Hamon may send information out via text message.

**School Celebrations.** All members of our school community are invited to key events throughout the year. Advanced notice of events will be communicated through our Newsletters.

**Parish Links.** The school sees itself as being an important part of the St Luke's Community. We actively seek out opportunities for the children to be involved in Parish events and

# St Luke's Primary School



encourage others to become involved in school life too. Invitations are sent out to the wider community when we celebrate whole school events.

**School Office.** Ms Hamon is our school secretary and her office is based at the front of the school. All visitors must use the signing in and out book and this is applicable to children who leave and return to school during the day.

**Questionnaires.** From time to time we will ask teachers, parents, children etc. for feedback regarding certain issues. Questionnaires provide us with an effective way of doing this. Please take time to complete them as your views matter and we do share outcomes with you.

**Curriculum Evening.** In September of each year the teachers provide an opportunity to meet with their new class' parents. The aim of this meeting is to share organisation and expectations for learning for the forthcoming year. During this meeting class teachers will also advise parents of the best ways and times to communicate with them during the year.

**New Parents for EYFS.** In the June before a child is due to join our Nursery or Reception class we invite all parents to a meeting to meet the staff and gain an insight in to life at St Luke's. During this meeting the teachers can advise parents about specific arrangements that are linked to starting school in September.

**Parent Consultations.** These take place following each half term. These are individual appointments for parents and teachers to meet online to discuss the progress and next steps for learning. Ideally one appointment is offered per child. If parents are unable to attend the meeting it may not be possible to re-schedule. Written data reports are provided in these meetings.

**Meetings with parents and teachers outside of parent consultations.** Sometimes parents may wish to meet with class teachers and vice versa. Parents are requested to arrange such times in advance, as teaching staff may have meetings and preparation time before and after school. A mutually convenient time will be sought. There may be some occasions when teachers would like to meet with parents. Teachers will make direct contact with those parents concerned to arrange an appointment. Parents can contact the school via phone or our admin email [admin@stluke.sch.je](mailto:admin@stluke.sch.je) if they would like a teacher to contact them to arrange a meeting time.

**Communication with staff via email:** There may be occasions when parents wish to ask a question to the class teacher via email. Where possible the class teacher will attempt to respond to the email promptly (within 48 hours – week days only) however there may be times when additional information is required or the email requires input from the Headteacher, Deputy Head or SENDCO which may cause a delay in the response.

# St Luke's Primary School



**Meetings with the Headteacher or Deputy Head:** All first point of contact regarding children should be via their class teachers. Following this parents may wish to meet with the Phase Leader who line manages specific classes:

Mrs Coupland – Early Phase (Nursery, Reception & Year 1)

Miss Round – Middle Phase (Year 2 & Year 3)

Miss Bateman – Upper Phase (Year 4, Year 5 & Year 6)

There may be some occasions when parents wish to speak with either the Headteacher or Deputy Head. Parents are advised to make an appointment via the school office to do this as they have teaching and additional commitments so they are not always instantly available.