

AUTUMN 2021

HOME SCHOOL COMMUNICATION

Version	1
Owner	Skelton Primary School
Proposed	Autumn '21
Review Cycle	2 year
Next Review	Autumn '23



Headteacher Sarah Walker
Chair of Governors Helen Swarbrick

Clear, open communication between school and parents and carers has a positive impact on pupils' learning because it:

- Gives parents and carers the information they need to support their child's education
- Helps the school improve, through feedback and consultation with parents and carers
- Builds trust between home and school, which helps the school better support each child's educational and pastoral needs

The aim of this document is to promote clear and open communication by:

1. Explaining how the school communicates with parents and carers
 2. Setting clear standards for responding to communication from parents and carers
 3. Helping parents and carers reach the member of school staff who is best placed to address their specific query or concern so they can get a response as quickly as possible
- In the following sections, we will use 'parents' to refer to both parents and carers

This document is made up of three parts

- PART 1 RED** *Home School agreement*
PART 2 BLUE *How to find out general information*
PART 3 GREEN *How to get in touch*



HOME SCHOOL AGREEMENT: 5R's

2021

CHILD	PARENT/ CARER	SCHOOL
READY		
Be ready! Come to school in full uniform, properly equipped on time daily	Ensure that children have appropriate uniform (especially black shoes) Support children to be ready and increasingly independent. Read Friday Flyer weekly and check my child's year group website page	Promote 97%+ attendance and 100% punctuality and support families. Provide the best environments for learning.
RESPONSIBLE		
Be responsible! Be reliable and honest. Tell a member of staff if anyone makes me feel uncomfortable. Take care of my possessions and all equipment. Read at home at least 5x week, in a calm reading routine Do homework to best of my ability/ homework club if needed. Keep myself safe online and ask a member of staff if I need help.	Read every day with your child. Promote positive relationships with school and wider community. Ensure that children arrive in school daily on time. In event of absence please notify us by 08.30 Avoid term time absence. Please keep us informed of any change of contact information. Attend Open Evenings either in person or remotely.	Fully committed to safeguarding procedures. Communicate general & calendar information in a timely manner. Provide a curriculum which prepares children for future life. Listen to your children and speak to you about any issues.
REFLECTIVE		
Be reflective! Share my worries and trust staff to help me sort them out. Work hard to progress and grow both as a responsible young person and as a learner	Encourage children to be reflective. Share any concerns right away as well as any changes that might impact on my child's wellbeing or learning.	Allow children opportunities to talk about their learning, recognising their strengths, how they learn and what they need to improve. Communicate and celebrate progress and attainment news as well as areas to improve Work with families to resolve concerns.
RESILIENT		
Set up a homework routine and commit to it. If I get something wrong- everyone does! Try again. Ask for help if I need it Be resilient!	Support my child with a homework routine that will encourage them throughout their education. Encourage children to be resilient and show that mistakes can be a positive learning opportunity for everyone.	Promote routine and effective learning practices that can be used at home. Plan and deliver work which allows the children to be challenged, fail, learn and move forwards to develop resilience
RESPECTFUL		
Be respectful! Use good manners. Be kind and fair.	Support my child to follow the 5R's. Be positive and communicate any concerns. Read & sign ICT Acceptable Use policy in autumn term. MOBILE PHONES Only use mobile <u>phone</u> on site with explicit permission Do not share any photographs of children other than your own	Respect and promote the 5R's. Offer a warm welcome to everyone on site. Keep families informed of news in a timely way. Consistently promote <u>respect</u> .
<i>I have read and understood the Home school agreement. I will support the partnership between children, families and school</i>		
Child's signature:	Parent/ Carer's signature:	School signature:

HOW TO FIND OUT GENERAL INFORMATION

Platform	Use
<p><u>Website</u> skeltonprimaryschool.co.uk</p>	<p>Here you will find</p> <ul style="list-style-type: none"> • School calendar • Information on staffing, curriculum , forms to complete, archived newsletters, meals trips, safeguarding, policies and lots more! • Your child's year group page with info on the staff, class activities, the curriculum and key dates <p>NA</p>
<p><u>Weekly Friday Flyer</u></p>	<p>Each week we share a Friday Flyer newsletter on Microsoft SWAY via the email address that you have provided and Facebook. The newsletter celebrates learning, shared local information and reminds you of upcoming events. It always includes direct email links to all year groups, nurture and & Ms Walker for you if needed.</p>
<p><u>Microsoft Teams</u></p>	<p>This platform will only be used in the event of remote learning</p>
<p><u>SIMS Parent</u></p>	<p>Change contact details or any other details for your child</p>
<p><u>Facebook</u> <u>Facebook Messenger</u></p>	<ul style="list-style-type: none"> • We post newsletters and school news on Facebook. <p>We love reading the comments about the children's learning we share but Messenger is not checked regularly. (Please email or phone school.)</p>

HOW TO GET IN TOUCH

Platform	Use	When to expect a response
Email/ phone office@skeltonprimaryschool.co.uk 01287 650689 Mrs Hare Mrs McCluskey Mrs Jolly	Please ring us to <ul style="list-style-type: none"> • Report absence & share information on attendance matters • Collection arrangements • Medication • Lunches • Covid test results • Enquire We may ring or text you enquiring about an absence or specific situation in school We will share forms and surveys, consultations and letters via email.	You can expect a response 8:00am – 4:00pm
FS1@skeltonprimaryschool.co.uk FS2@skeltonprimaryschool.co.uk Y1@skeltonprimaryschool.co.uk Y2@skeltonprimaryschool.co.uk Y3@skeltonprimaryschool.co.uk Y4@skeltonprimaryschool.co.uk Y5@skeltonprimaryschool.co.uk Y6@skeltonprimaryschool.co.uk nurture@skeltonprimaryschool.co.uk	Contact year groups directly	8:00am – 4:00pm <i>Please keep in mind class teachers will be working in their classes all day so will contact you as soon as they are able.</i>
Ms Walker headteacher@skeltonprimaryschool.co.uk	Headteacher	8.00am – 4.30pm
Ms Krywiczain l.krywiczain@skeltonprimaryschool.co.uk	Deputy Headteacher	8:30am – 4:30pm
Mr Woolf a.woolf@skeltonprimaryschool.co.uk	Assistant Headteacher- contact for Special Educational Needs or safeguarding concerns	8:30am – 4:30pm
Mrs Swarbrick Helen.swarbrick@skeltonprimaryschool.co.uk	Chair of Governors	8.30am – 4.30pm
Educational Reports	<ul style="list-style-type: none"> • We will communicate with you twice a year in writing about the progress and attainment of your child. • When your children exits EYFS, Y1, Y2, Y4 and Y6 they will have statutory assessments and we will share these outcomes with you. • There will be an opportunity to discuss reports at Open Evening or respond in written form 	In person, in writing, by email
SEND Reports	If your child is registered with special educational needs, they will have a support plan. This is reviewed twice a year and your views will be sought to ensure that this is a good fit and we are working together. Please contact Mr Woolf to discuss special educational needs.	In person, in writing, by email
Reading Record	Let us know what you have been reading (ideally daily) / if your child enjoyed it.	Once a week