

Les Landes School Communications Policy

We value our relationships with our school community. We aim to share and celebrate our achievements with you and also to have opportunities to share with you our school events and developments of which you play an important role. Communication between home and school is key. This is a reciprocal policy it 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 from the day to day organisation to the long term celebrations of your children's achievements. The table 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 evening - September
Parent consultations - two opportunities each year
School Report - February
Parent Workshops
Meetings between parents and teachers outside of parent consultations - when required
Open Day

Organisation and Relationships
SIMS email
Letters / Newsletters
VLE / School Website
SIMS text
Telephone
Adverts / magazines - Gris Ventre
School Celebrations
School Office
Questionnaires
Parent Forums
Class representatives

Organisation and Relationships

SIMS Email and Text Message Service - The aim of this service is to inform parents of all school events and/or change of circumstances such as football club cancelled due to poor weather or school closures. Class teachers may also email regarding specific class events. This service does not include sending messages on behalf of third parties. Our text message service cannot be used to reply to and staff personal numbers are not be used.

Newsletters-We aim to send our newsletters fortnightly, via email. They contain information that affects the whole school. The newsletter also contains information about fundraising events and activities. All parents will receive this electronically. The newsletters are also posted on the school website and printed and kept in the school office.

Website- www.leslandes.sch.je this is the address for our school website. Copies of all our school handbooks and policies can be found here. The site also contains a school calendar which shows key dates for activities and clubs. Parents are expected to make a note of important dates via the website and a smart phone calendar sync is available.

Email-The admin email for the school is admin@leslandes.sch.je Mrs Wiseman, our school secretary, receives her emails throughout the day.

Telephone- . Most phone calls are answered by Mrs Wiseman. The school only has two phone lines and occasionally you may be connected to the answer machine. These are checked regularly. Please phone the school before 9am if your child is unwell.

Advertisements and Magazines-We are unable to give out company adverts or magazines to individual children. You are welcome to leave such items at the office so that people can collect, if they choose, on the way out. Our magazine rack in the office area is available to advertise local events.

School Celebrations-All members of our school community are invited to key events throughout the year. Advanced notice of such events are communicated through our newsletters.

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

school life too. Invitations are sent out to the wider community when we celebrate whole school events. We produce the *Petit Gris Ventre* magazine four times a year, to accompany the Parish magazine.

School Office- Mrs Wiseman 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- Regularly 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.

Meet the Teacher 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. This is an opportunity for the Headteacher to provide information about the direction of the school for the coming year.

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

Parent Consultations and School Reports- These take place in October and June. These are individual appointments for parents and teachers to meet to discuss the progress and next steps for learning. If parents are unable to attend the meeting it may not be possible to re-schedule right away; they will be sent a copy of the report that has been prepared for their child. Appointments are booked by parents electronically. Following meetings with teachers, parental comments are updated and included on the report that accompanies the meeting.

Parent Workshops- Throughout the year there may be parent workshops offered either in classes or as target groups. These are advertised through the methods identified above.

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 as teaching staff often have

meetings and preparation time before and after school and 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@leslandes.sch.je if they would like a teacher to contact them to arrange a meeting time.

Meetings with Mrs Charlesworth and Mr Doyle-all first point of contact regarding children should be via their class teachers. The next point of contact should be the KS manager. There may be some occasions when parents wish to speak with either Mrs Charlesworth or Mr Doyle. Parents are advised to make an appointment via the school office to do this as they are not always instantly available.

Open Day-This is a superb way to share with members of our school community the children's achievement. The date for Open Day is advertised via the above methods and all are welcome.

Monitoring and Review

Author	Leadership Team
Created	January 2014
Updated	January 2015, October 2019
To be reviewed	October 2020