



St Martin's School

Communications Policy

September 2015



Introduction

The aim of this policy is to show the different ways in we communicate with our parents and how this relationship can be reciprocated.

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.

Organisation of the school and general information about St Martin's	Learning, attainment, progress, behaviour
Parent Email/Text Message Service	Meet the Teacher evening-September
Letters	Parent Consultations Autumn and Spring term
Newsletters	School Report-Summer Term
Class Weekly Homework Sheets	Parent Pop In events
School Website	Meetings between parents and teachers outside of parent consultations (when required)
Facebook	Class Weekly Homework Sheets
Email	Whole school events
Twitter	Facebook
Questionnaires	Twitter
Telephone	Letters
Parent Forums	Newsletters
Adverts/Magazines	School Website
School Celebrations	School Celebrations
Parish Links	Morning pop ins
School Office	
Parish Magazine	

Organisational/information communication:

Parentmail Service

The aim of this service is to inform parents via email 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 regarding specific class events.

Newsletters

We aim to send out newsletters weekly. They contain information that effects the whole school. The newsletter may also contain information about PTA events and activities. All parents receive the newsletter via Parentmail and it is also available from our website. Parents can request a paper copy if they wish by speaking to the school office.



Parent Forums

Parent forums occur at least once each term. This is an opportunity to talk and ask questions within a small group with a particular focus. These sessions are focused on what is working well and what we can do to be even better.

Letters

On occasions we send out letters to parents regarding specific events such as sports fixtures, school visits and important school information. Parents are requested to check their children's book bags on a regular basis and return any slips directly to the office.

Website

Our school website can be found at www.stmartin.sch.je . Important information can be found on the website.

Email

The admin email for the school is admin@stmartin.sch.je Mrs Hidrio, our school secretary, receives her emails throughout the day. Parents can also email other members of staff in the school and their contact details can be found on our website.

Social Media

We have our Facebook page which can be found at www.facebook.com/stmartinsjersey and Twitter account which is @stmartinsjersey . We have a separate Social Media Policy which was developed through a Parent Forum. Guidance of how to use Social Media can be found within this policy. This is updated with celebratory information about the school and sometimes used in conjunction with Parentmail to advise on changes in organisation.

Telephone

Most phone calls are answered by Mrs Hidrio in office hours. There is an ansaphone at other times.

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,

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 Martin'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. The school makes a contribution to each edition of the Parish magazine.

School Office

Mrs Hidrio is our school secretary and her office is based at the front of the school.

Questionnaires

From time to time we will ask teachers, parents, children etc for feedback regarding certain issues. Questionnaire 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.



Learning, attainment, progress, behaviour

Meet the Teacher evening

In September of each year the teachers provide an opportunity to meet with their new classes 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.

Morning Pop Ins

Each member of teaching staff is timetabled for one morning duty a week (between 8.30-8.45am) where they are available to quick answer questions, queries or comments about their children. The timetable for this is:

Year 4/5 - Tuesday 8.30-8.45am

Year 1/2/6 - Wednesday 8.30-8.45am

Year 3 - Thursday 8.30-8.45am

Parent Pop ins (Menu of parent events)

Each half term, a menu of parent events are published. This contains times/dates where parents can come into school and find out what their children have been learning, join in with learning or events that are happening. The menu is published through a newsletter and is available on our website.

New Parents for Reception and Nursery

In the June before a child is due to join our Nursery and Reception class we invite all parents to a meeting to meet the staff and gain an insight in to life at St Martin's. 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 each term. These are individual appointments for parents and teachers to meet to discuss the progress and next steps for learning. One appointment is offered per family. If parents are unable to attend the meeting they will be sent a copy of the report that has been prepared for their child. Appointment letters will be sent out to advise parents of dates and times. Please appreciate that juggling 222 appointments is not an easy task and we ask that parents are flexible and respond quickly to confirm appointments so that changes can be made.

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 parent. Teachers will make direct contact with those parents concerned to arrange an appointment.

Meetings with the Leadership Team

There may be some occasions when parents wish to speak to a member of the Leadership Team. 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.

Weekly Homework Sheets

Homework sheets are sent home weekly, which identify learning opportunities linked to learning which has or will take place in the classroom. These sheets also communicate or remind parents of up coming events.

Monitoring and Review

Author	Leadership Team
Created	October 2011
Updated	September 2012



Updated	March 2013
Updated	October 2013
To be reviewed	November 2014
Updated	October 2014
To be reviewed	October 2015
Updated	September 2015
Updated	November 2016

