



St. Mary's Primary School and Nursery Class

Communication Protocol

September 2016

Introduction

The purpose of this document is to set out expectations for how St Mary's School and Nursery and the home can successfully communicate to thus ensure the best partnership of support for each child's learning.

Throughout this document the word "parent" is used extensively, this also refers to carers or the main Guardians of the child

Why partnership and good communication is important

- Every child is entitled to the best learning opportunity and we are committed to working in partnership with parents to deliver this.
- The child is the most important consideration in any conversation.
- A three way process of communication between the child, home and school is essential for the best learning opportunity and for the child to thrive and flourish.
- All communication should be open, honest, accessible, timely, respectful and appropriate.
- Communication is about more than information exchange: it is about the development of positive relationships for the greater good of the child
- Active listening is essential to any communication by both the school and parent so that both parties have a clear understanding and expectation of what the school is aiming to achieve with the child (active listening can be defined as ensuring understanding in a conversation)

Principles of Communication

We recognise that everyone has their own preferred method of communication as well as availability and we aim to accommodate this wherever possible, but hope that what we have set out in this document will allow parents to have contact with the right person at the right time or give them the right information, in the right way at the right time.

- We continually seek to refine how we liaise with parents in order to meet our aim of providing all the information they need to be active partners in their child's learning journey.
- We have an 'Open Door' policy and actively seek to engage with parents. Parents can use this method whenever they feel it's relevant for their child's need
- We are committed to being a 'listening' school and always welcome parents who want to meet with our staff. However, we do recommend that an appointment is made if a parent has a particular issue they wish to discuss. This will ensure the member of staff they want to see is prepared and able to focus on the conversation.
- If a parent wishes to speak to a member of the School Leadership Team then an appointment is not necessary, if a member of the team is available then parents can meet or have a conversation with the School Leaders immediately. In the event that no one is available we will endeavour to be available within a 24hr timeline

- We are a Green School and will work to avoid any paper communication unless necessary, this also allows us to redeploy paper and printing cost into school resources so our main source of communication will be electronic
- ***The St Mary's School and Nursery App will be the primary source of information for parents***
- ***Emergency Contact*** - phone will be used to contact parents in the case of an emergency. It is vitally important, therefore, that emergency phone numbers are kept up to date and we ask that all parents take responsibility for informing the office of any change to home or mobile phone numbers.
- We value all thoughts and ideas as to how things might work better and will try to accommodate them wherever we feel this will positively affect all children.

How we communicate

We try hard to provide all the information needed to help parents to be active partners in their child's personal learning journey. We know that open and effective communication between home and school helps children to learn, thrive and achieve their potential.

- Information published by the school can be found on the school's app – (see instructions on how to access below) The app is updated regularly and contains information for each class and the whole school; including calendar events and short information notices using push notifications, this enables information to be communicated quickly. **The app should be used as the first point of contact for dates and general information.**
- We will also use the school and nursery Twitter accounts (see instructions on how to access below) as a means to clarify information posted on the app and to publish photographs and video clips of activities and events in the school and nursery.
- We will only send paper copies of letters out to parents if a parent requests this means of communication or if a parent signature is required. Letters are given out in class and the children are asked to put them in their homework packs and deliver them straight to their parents. Copies of all letters are stored on the school app for reference within the relevant class section.
- Activities inviting parents into school are a good way for us to communicate with parents, build relationships with parents and to develop a welcoming 'family atmosphere' within the school and nursery, these will continue throughout the year
- Monthly School Newsletters are a means for parents to be kept informed of what's coming up that month in a summary format as well as developments and events within school. Newsletters are published on the School App. Paper copies will only be given out when requested by parents.

Schedule of Regular Meetings and Correspondence

Throughout the course of the school year, the following meetings will be held and information will be provided to all parents.

Term 1 (Aug-Oct)

- We host a Curriculum Evening which provides you with lots of information to help you better understand your child's learning journey with us, including:
 - Curriculum and homework information
 - How you can help your child at home with their learning
 - Expectations of your child's year group.
- A Jotter Conferencing session is held in school allowing you the opportunity to look over your child's work with your child. Your child's teacher will also be in attendance
- Nursery Parent meetings are held giving parents the opportunity to discuss their child's early progress in nursery with their child's key worker

Term 2 (Oct – Dec)

- We offer a profile sharing session for nursery parents which gives parents the opportunity to view their child's profile with their child and key worker in attendance
- The first school Parents' Evening is held in Term 2. The purpose of these meetings is to give parents an update on their child's progress and some guidance on how to support the next steps in their child's learning. Children are also invited to attend these meetings.

Term 3 (Jan-Apr)

- Nursery Parent meetings are held giving parents the opportunity to discuss their child's early progress in nursery with their child's key worker
- A Jotter Conferencing session is held in school allowing you the opportunity to look over your child's work with your child. Your child's teacher will also be in attendance

Term 4 (Apr- Jun)

- We host a Curriculum Evening for Primary 6 and 7 parents which provides you with information on the key learning in the God's Loving Plan programme. This programme covers Parenthood, Relationships and Sexual Health Education.
- We offer a profile sharing session for nursery parents which gives parents the opportunity to view their child's profile with their child and key worker in attendance
- The second school Parents' Evening is held in Term 4. The purpose of these meetings is to give parents an update on their child's progress and some guidance on how to support the next steps in their child's learning. Children are also invited to attend these meetings.

House Keeping

School and Nursery App and Twitter

School and Nursery App – The App is available in the **App Store** and the **Google Play Store** (search for **St. Mary's Coatbridge**).

Twitter – The school Twitter account can be found at **@StMaryscoatbridge** and the nursery account can be found at **@nurserystm**

We welcome parental enquiries via email: **bduffy@st-marys-coatbridge.n-lanark.sch.uk**

St Marys Telephone nos: **School- 01236 794860**

Nursery- 01236 632077

It is the parent's responsibility to ensure that we have the correct emergency contact information.