



Stonehouse Primary School

Communication & Reporting
position statement

Rationale

In Stonehouse Primary School we believe that communication should be at the heart of our school. We endeavour to ensure that clear, effective communication is in place to fulfil the mission of the *Scottish Parental Involvement Act (2006)* – ***“When parents and schools work together, children do better. The active involvement of parents in the life of the school can help promote a learning community in which pupils can engage positively with school staff and their peers”***

Aim

To ensure that Stonehouse Primary School is a thriving and successful school, we must communicate effectively with each other, with our children, with their families and with other members of the wider community. We need to ensure that communications between all members of the school community are open, honest, respectful, ethical and professional.

Our Communications/Reporting

Ways to Communicate	Information Sharing	Reporting
<ul style="list-style-type: none"> • Should you need to contact the school with a general query then please feel free to call the school office and a member of Support Staff will be happy to answer any questions. • If your child has not to participate in PE due please write a note in their diary. If however there is a significant injury please phone the school office to alert us to this. • Homework diaries can also be used if you have a message about a future appointment; or anything that is going on at home that may impact on school or any concerns/worries you, or your child may have. • If your query is regarding your child's learning and/or wellbeing, please contact the school office (either through email to the school office or a telephone call) requesting to speak with a member of the Senior Leadership Team (where possible it is helpful to give a very brief description of the query/concern to provide the staff member an indication of the nature of the call prior to talking to you). Please do not email class teachers directly. 	<p>Our school App will provide:</p> <ul style="list-style-type: none"> • class and whole school updates via messages • dates of events • school lunch menu • newsletters • emergency school closure/ late opening info • information letters. <p>Our School Website</p> <p>This acts as a brochure for the school and has documents and information about the school for prospective parents to look at. Stonehouse Primary School & Nursery</p> <p>Twitter</p> <p>This is where you will find:</p> <ul style="list-style-type: none"> • the celebrating of events and achievements are shared • photos of fantastic learning • <i>reminders</i> of events • re-tweets of important local/ national information/ news. 	<p>Written Reports (June)</p> <p>Parents' Meetings (Oct/ March)</p> <p>ASP Reviews – as required for pupils</p> <p>Class Newsletters - termly (3)</p>

Why reporting...



- The purpose of reporting is to support and improve learning. It should be an on-going process which provides clear information on a learner's: strengths, areas for development and specifically, what needs to be done to ensure continued progress and improved standards of achievement.
- As much as possible learners should be involved in the reporting process through on-going reflection and dialogue about their learning.
- We value the role of parents and carers. We know that parental engagement has a significant impact on learners' progress.

'Children and young people need high-quality feedback about their progress and a clear understanding of the support that is in place to help them succeed.' 'Parents and families must have access to information that allows them to form a clear understanding of how their child is progressing, and the information they need to help them play a key role in their child's education.'

National Improvement Framework

Communication/Reporting Calendar

What we will do	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
Google Classroom for home learning		✓	✓	✓		✓	✓	✓	✓	✓	
School Website	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
HT Newsletter		✓	✓	✓	✓		✓	✓		✓	✓
Class Newsletter		✓				✓			✓		
Twitter	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
School app	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Parent Meetings			✓					✓			
Update ASPs		✓				✓					✓
Written report											✓