Communications Policy

St Agnes C of E Primary School

Approved by:	Mrs Sue Gittins
Last reviewed on:	September 2026
Next review due by:	September 2027

Our Vision and Mission Statement

'Learning together in God's Love'

Our Christian Vision
St Agnes is an inclusive Christian family, we want our children to:

- Learn together with respect, patience and kindness
- **Treat each other as they would like to be treated (Matthew 7v12)**
- Flourish in education and friendships
- **Live life in all its fullness (John 10v10)**
- Be proud of themselves and others
- Ensure everyone is treated equally

Through the range of experiences we offer to all our pupils we encourage an understanding of the meaning and importance of faith and promote all the Christian Values. We particularly focus on Responsibility, Creativity, Forgiveness, Perseverance, Hope, Thankfulness and Friendship. These Christian values form the basis of our vision and are embedded throughout our school life and underpin all our teaching.
St Agnes is a small school that supports our community by providing an education of the highest quality within the context of Christian belief and practice. We work closely with our families to ensure they are fully supported and cared for.
We expect everyone at St Agnes C of E Voluntary Aided Primary School to follow 'The Great Expectations' –

Be Safe
Be in the right place at the right time
Do your best
Handle your emotions
Use appropriate language
Cooperate
Respect everyone and everything

Introduction
Good communication between school and home is essential. Children achieve more when schools and parents work together. Parents can help more if they know what the school is trying to achieve, and how they can help.

In our school we aim to have clear and effective communications with parents and the wider community. Effective communications enable us to share our aims and values through keeping parents well informed about school life. This reinforces the importance of the role that parents play in supporting the school in educating their children.

We communicate with parents in a range of different ways. Some of our communications are the result of a statutory requirement, others reflect what we believe is important to our school.

Home-School Agreement
Our Home-School Agreement has been in place for several years. It is a requirement of the School Standards and Framework Act 1998. It explains the school's aims and values, the school's responsibilities towards the children, the responsibilities of parents, and what the school expects of the children. We ask parents to sign this agreement that can be found in the planner on a yearly basis. The Agreement covers the standard of education in our school, the ethos of the school, our expectations on attendance and good behaviour, and our expectations about homework.

Annual written report to parents: Children's Achievements
Each year, in the Summer term, we provide a written report to parents on each child's progress in the various areas of learning of National Curriculum subjects. This report also identifies areas of strength and areas for future development. We also ask the children to comment on their own progress, and parents to make a similar comment. We also give children in Year 6 the details of their performance in the national SATs tests.

As well as receiving the annual written report, parents are invited to meet their child's teacher in the Autumn and Spring terms for a parent/teacher consultation. This gives parents the opportunity to celebrate their child's successes and support the child with any areas of development. Parents are able to look at their child's work during the parents meetings.
We encourage parents to contact the school if any issues arise regarding their child's progress or well-being and, of course, if they wish to meet with their child's teacher at other points during the year.

School prospectus
The school prospectus contains a range of specified information that gives parents a full picture of provision at our school.

School Website
Our school website contains a lot of useful information including, curriculum and class information, staff and governor details, extra-curricular clubs, extended schools provision, parent letters and forms, newsletters and useful dates.

The school website is updated regularly and may be accessed at: www.stagnes.sch.uk

Teachers2Parents
Teachers2Parents is an email and text messaging service which parents may opt in to. This allows the school to text or email individual or groups of parents and relays information very quickly. It is very useful for sending out reminders, letters or urgent messages. Parents are kept informed about school events and activities, achievements, dates and other school matters.

Friday note
Parents receive a weekly newsletter called the 'Friday note'. They are uploaded onto the school website and are emailed out to parents. This is another way that parents are kept informed about school events and activities, achievements, news, dates and matters.

School Notice Board
This is located in the school entrance area and contains information about school and community events, charity fund raising and PTA information.

Public access documents
The school makes available a range of documentation for parents. Documents / policies are available on request and are posted on the school website, including for example, school curriculum policies and copies of policies that the governing body are required to have in relation to safeguarding, health and safety, sex education, SEND and admissions.

Home–school communications
• At the beginning of each term teachers create a curriculum information sheet for parents of the children in their classes with details of the work to be covered during the forthcoming term.
We invite parents to support their child's work through a range of suggested activities to be shared with the child at home.
We may also invite parents to take part in educational visits linked to the work in school.
• Children in all classes have a home–school planner. This enables parents to record a range of information that they share regularly with the teacher. Teachers may use the planner to record homework assignments, reading sessions and as a regular channel of communications with parents.
• The school encourages parents to share any issues/concerns about their child at the earliest opportunity. Teachers will endeavour to see/speak with parents the same day, if at all possible. Where this is not possible, the parent will be asked to make an appointment.
Whilst many parents may take the opportunity to have a quick word with the teacher at drop-off/pick up times, this may not always be the most appropriate time and a longer appointment may be necessary.
• Class teachers arrange 'Welcome Meetings' for parents early in the Autumn term. These are evening meetings that explain areas of the curriculum covered, home learning routines, general class routines and expectations. Parents are encouraged to ask questions.
• We hold an induction/welcome meeting for new Reception Class parents in July each year.
• If a child is absent from school, and we have had no indication of the reason, we will follow this up with a phone call, text and/or email.

Responding to a telephone communication from a parent
When a parent contacts school regarding their child, the Headteacher or Class Teacher will do his/her best to speak to the parent the same working day. Where this is not possible or where a lengthy/detailed discussion may be necessary the parent will be invited to make an appointment with the Headteacher and / or Class Teacher as soon as a mutually convenient date and time can be arranged.

Responding to a written communication, including email from a parent
If a parent writes to school regarding their child and a formal written response is required from the Headteacher and / or Governors the school will, depending on the seriousness of the matter:
- Telephone the parents as soon as possible, to arrange a meeting to discuss the matter
- Inform the Chair of Governors
- Respond in writing within 10 working days
- Follow the school's complaints procedure if necessary

Data Protection Statement
The procedures and practice created by this policy have been reviewed in the light of our Data Protection Policy.

All data will be handled in accordance with the school's Data Protection Policy.

Data Audit For This Policy					
What ?	**Probable Content**	**Why ?**	**Who ?**	**Where ?**	**When ?**
Registration / Admissions Data	Name D.O.B. Address Telephone Medical Issues Parental Details	Well-Being of Your Child Communication	All Staff (Where Necessary)	Initially Completed On Paper Then Entered Onto School's Information Management System Paper Version is Shredded	Held On File Throughout Child's Time At School Passed Onto New School When Moving Computer Retains Copy of Records in 'Archive'

As such, our assessment is that this policy :

Has Few / No Data Compliance Requirements	**Has A Moderate Level of Data Compliance Requirements**	**Has a High Level Of Data Compliance Requirements**
✓		