



SILVERHILL SCHOOL

Communication Policy

Introduction

The education of a child is a shared task involving parents, teachers and pupils.

Correspondence to Parents

The school readily fulfils the contracts described in the staff information folder, i.e. homework, reporting, progress evening, class teacher duties. In addition the school provides the following information:

- We outline our School Policy and ethos of the school in the Prospectus which is sent to all families at their first enquiry.
- Before sex education is offered the content and method of delivery is outlined in a letter. Parents are invited to preview the information.
- There is a newsletter published each half- and end of term, which focuses on the achievements of the pupils and staff.
- Letters are sent home at the beginning of each term advising parents on the clubs available after school.
- A list of dates is sent home at the beginning of each term which informs parents of activities and meetings for the term.
- We regularly review new publications with respect to content, presentation and cost. We write to parents when appropriate recommending books, CDs and magazines they can buy in order to help their child at home and at school.
- Copies of all letters which are sent home are put up in each classroom and/or a prominent place in each building.

Parental Support

We hope that parents will provide the following support

- Resources and help for various topics
- Provide the necessary basic equipment for each pupil: pencil case, PE equipment, Painting overall etc.
- Frequently look at their child's books and folders containing their written work and support and help with the organisation of this, discuss the work involved and the comments from the teacher.
- Attend parents' evenings and acknowledge the work displayed on classroom walls.
- Provide a suitable, quiet atmosphere in which a child may concentrate on homework.
- Assist with the provision of 'raw' materials for model work.
- Facilitate the use of reference material if necessary, e.g. project homework
- During and after the topics on sex education and human reproduction we hope related issues can be discussed in the security of the family.

Visits to school

The school welcomes parents to the child's class and will always find time to talk to a parent if there is an urgent matter. However, it is felt it is not necessary for parents to accompany their children to the classroom on a daily basis in KS2.

For younger children the school has daily contact with most parents when pupils are brought to school.

Opportunities for Parents and Staff to meet

Formal

Teachers of the younger pupils will meet their pupils before the child starts school during an Open afternoon. This provides an opportunity to talk to parents and for new parents to meet each other. New Reception children will visit the school with their parents to meet the class teachers in order to familiarise themselves with the school and to discuss any concerns. Present Silverhill families will visit at any time.

Each year there are two Parents' evenings for each year group.

There is an additional one for Year 6 parents to discuss future schools.

There is an Open morning during the Spring term when prospective Silverhill families are invited to visit. Current families help on these occasions.

Informal

There are a variety of plays and concerts to which parents are invited.

At Christmas a traditional service is held at the local church.

The annual sports day

Informal discussions occur on a daily basis between class teachers and parents as they pick up their children from school.

FOSS

Friends of Silverhill School

The school has a flourishing Parents' Association. All of its activities raise significant sums of money. Its activities are social and do not have any influence on educational matters.

They organise the school fete and this has proved to be very successful. This may take place in the summer or at Christmas, or both.

Regular letters are sent home advising parents on the activities of FOSS. This information is also included in the monthly newsletter.