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Communication Policy

The education of a child is a shared task involving parents, teachers and pupils. In order for this to happen, the school recognises that effective communication must take place between them. The school has an ethos which encourages polite and courteous interaction at all times.

Communicating with parents

The school regularly communicates with parents in a variety of ways and for a variety of reasons

- We use the post for invoices, reports & personal letters to parents
- Day to day communication is carried out via email & telephone
- Emergencies will be advised by telephone

Prospectus

- Our prospectus is available to view on our website and a registration form is available to download
- Parents of prospective pupils are warmly invited to meet with the Head Mistress who will show them around the school; meetings can be arranged at any time of year
- An Open Morning for Reception Class is held in October each year

Newsletters

- Weekly news and events for Main School and Early Years are published on our website and parents are directed to read these
- Regular news-worthy articles are published on our website throughout the term

Calendar & Events

- An annual calendar is sent home with the children at the beginning of the academic year in September, this informs parents of term dates and known fixtures and meetings for the year
- The school calendar is available to view on our website – this is updated regularly to address any changes or new events
- Reminders of events are published in the weekly news and events
- Parents are notified by email should any last minute changes occur
- An afterschool's club list is sent to parents via email at the beginning of each term
- Letters regarding trips and clubs are emailed to parents and sent home in book bags
- Before sex education is offered the content and method of delivery is outlined in a letter emailed to parents
- There are a variety of plays, concerts and other events held throughout the year to which parents are invited.

Face-to-face

- Appointments are always available for parents to speak to the Head Mistress, this can be arranged through the school office
- Formal parent/teacher evenings are held in the spring term for main school and autumn term for pre school
- There is an additional evening for Year 6 parents to discuss their child's future school
- The school welcomes parents to the child's class and teachers will always find time to talk to a parent if there is an urgent matter.
- For younger children the school has daily contact with most parents when pupils are brought to school.
- It is felt it is not necessary for parents to accompany their children to the classroom on a daily basis in KS2.
- Teachers of Reception classes will meet the parents of pupils before the child starts school. This provides an opportunity to talk to parents and for new parents to meet each other.
- Prospective reception children will meet with the teachers on a subsequent morning.

Parental Support

Parent-child interaction and parental support is essential for the development of the child. We anticipate that parents will provide the following:

- Provide resources and help for various topics and when required to assist with the provision of 'raw' materials for model work and to facilitate the use of reference material if necessary, e.g. project homework
- The necessary basic equipment for each pupil: pencil case, PE equipment, Painting overall etc.
- To 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
- A suitable, quiet atmosphere in which a child may concentrate on homework
- During and after the topics on sex education and human reproduction we trust related issues can be discussed in the security of the family

FOSS - Friends of Silverhill School

The school has a flourishing Parents' Association, whose activities raise significant sums of money which in return is used to enhance the children's experience at Silverhill School. Its activities are social and do not have any influence on educational matters.

FOSS organises the very successful and popular Summer Fete and Christmas Fayre.

Regular updates are sent out via email advising parents on the activities of FOSS. This information is also included in the weekly news and events.

This policy was created by	Silverhill School
Date	January 2018
Review date	January 2019
Name of signatory	Mrs Jenifer Capper
Role of signatory	Head Mistress