

WEST PARK ACADEMY

Communication between Home and Academy Policy



Date to be reviewed: November 2024

At West Park Academy we believe that success in education comes in working in partnership with parents and the wider Academy community. We believe that all children and their families have the right to positive educational and life experiences and that clear communication between Academy, parents and pupils is a key factor in this. We have a commitment to improving parents' understanding of our Academy and in encouraging parents to be active participants in their child's education. Through communicating clearly and effectively with parents we will foster opportunities for parents to become involved in the life of our Academy.

We aim to communicate with parents in the following ways.

1. Informal/Formal

- a) All teachers (R-Y4) are in the playground at the beginning and end of the day. This way we can encourage informal discussions and conversations between parents and staff.
- b) The website and social media is regularly updated with information for parents in order to keep parents informed
- c) If a parent wishes to contact the class teacher, for whatever reason, they can do so via the teacher's school email address. The teacher will respond to the email within 48 hours. Parents can also contact the Academy office by telephone or email. All communication by email is expected to be carried out in a professional and courteous manner.

2. Information for New Parents

- a) As part of our transition process, new to Foundation Stage parents are invited into the Academy during the summer term to meet the Foundation Stage team and to be informed about Academy routines, policies and procedures
- b) As children progress through the Academy, parents have the opportunity to attend parent consultation meetings to meet the class teacher and discuss their child's progress and they also receive termly interim reports
- c) For children joining Academy mid-term, their parents are invited into the Academy and a senior member of staff will inform them of Academy routines, policies and procedures.

3. Newsletter

- a) At least two newsletters are published every term. These contain information about events, introductions to new members of staff, reminders about Academy policy and procedures.
- b) The class teacher sends out information about day to day procedures, homework and times and work to be covered in half termly curriculum letters to parents.

4. Parents' Evenings and Reporting to parents

- a) In the Autumn and Spring terms, parents are invited into the Academy for Parents' Evenings to discuss their child's progress with the class teacher, they also receive a termly interim report.
- b) In the Summer term parents are given the opportunity to discuss the end of year report. Parents are also encouraged to complete a comments slip provided by the teacher at this meeting
- c) Every Spring term, the Academy holds a meeting for Year 2 and 6 parents to outline the SATs process and how parents can support their child in this.

5. Parental Surveys

The Academy gathers parents' views by sending out annual questionnaires.

6. Absences and Injuries

- a) The Academy encourages parents to telephone or e-mail the office staff to report a child's absence or to arrange appointments with staff to discuss any matters of concern. The Academy will make every effort to return telephone calls or e-mails within 24 hours
- b) When a child is injured, depending on the nature of the injury, the Academy will either telephone home or ask the parent to collect the child. If the injury is mild (a bump or scrape) the child will be given a note to take home. Parents will always be informed if there is a head injury.

7. Parental Visits and Support

- a) The Academy holds information sessions and opportunities for parents to come into school; e.g. Stay and Play, Book Fairs, Christmas Nativity plays, Y6 Leavers' Assembly and Sports Day
- b) Where appropriate, individual parents will receive letters on a range of matters e.g. appointments for meetings, Academy reminders, SEND reviews, reports from educational psychologist or other outside agencies, attendance issues
- c) Where a parent lives away from the family home, every attempt is made for letters and invitations to parents' meetings etc to be sent in the post

8. The Academy's Board of Trustees

- a) The Board of Trustees of the Academy has parent elected trustees who take an active role in the decision making process of the Academy. They can be contacted via the Academy, as can the Chair of the Board, Mr Maurice Jones

9. Website

The Academy website www.westparkacademy.org.uk contains information on Academy dates, policies, procedures and the curriculum.

10. Complaints

If a parent has a complaint about an Academy related matter they need to refer to the Complaints Procedure which can be found on the website.

The Academy will monitor the effectiveness of this policy through regular questionnaires.

This policy will be reviewed bi-annually unless changes in government or local legislation prompt an earlier review.