EAST MORTON CE PRIMARY SCHOOL

Communications Policy

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School Vision:

All are inspired to achieve their full potential in our loving community of life-long learners, where:

- **Everyone** is valued;
- **Every chance** is provided for all to flourish in the security of God's love; and
- **Every day** brings the enjoyment of life in all its fullness.

School Values:

At East Morton, 'Love' is our core value and it is from love which all of our six key values flow:

- Hope
- Peace
- Generosity
- Community
- Wisdom
- Justice

Introduction and Rationale

At East Morton CE Primary School, we believe that good communication between school and the home is essential. Children achieve more when schools and parents/carers work together. Parents/carers 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/carers and the wider community. Effective communications enable us to share our aims and values through keeping parents/carers well informed about school life. This reinforces the importance of the role that parents/carers play in supporting the school in educating their children.

These are our principles:

- Communicating with stakeholders, particularly parents/carers, is a core part of what we do, not an afterthought.
- We will communicate in a voice which is courteous, professional and jargon free.
- We will always try to share as much information as possible about any issue.
- If we cannot share information we will explain why.
- We will endeavour to work as transparently as possible by offering clear explanations for major decisions.
- We will communicate in a timely fashion and try to avoid parents/carers receiving information about the school from other sources first.
- Where information relating to the school is available in the public domain, we will direct people to it.
- We acknowledge that some information is of a confidential nature and will always respect that confidentiality.
- We will do our best to communicate with all school communities and consult where relevant.

Strategies

We communicate with parents/carers through a range of different strategies. Some of our communications are the result of a statutory requirement; others reflect what we believe is important to our school:

Talking with staff

Class Teachers are always available for a 'quick word' at the start or end of the day on the school playground. However, if parents need to talk with the class teacher in more detail, we ask for an appointment to be made (for a telephone conversation or a meeting in person) as talking at length in the playground before or after school is difficult for the teacher and the children.

A member of the Leadership Team will typically be in the playground at the start of the day. Many parental queries and concerns can be dealt with at this time. It is also possible to make appointments through the school office.

Meetings

There are a number of meetings through the term which provide opportunities to discuss current developments in the school:

- **New parents/carers** - we hold a meeting for new Reception parents/carers each July. The school also organises a coffee morning at the start of the Autumn term which is a social opportunity for parents/carers to meet each other and members of the school Leadership team, as well as representatives of Friends.
- **Home Visits** - The EYFS team will typically make visits to home or nursery settings in the summer term for pupils to share information with new parents/carers and to complete on-entry records which contain information about the child.
- **Residential trips** – where a major trip is taking place, such as the Year 6 residential trip, the trip leaders will organise a meeting for parents/carers well in advance to provide detailed information about all aspects of the trip.
- **Drop-in sessions** –drop-in sessions are held for Reception and Nursery class parents/carers which provide an opportunity to work alongside their child in the classroom.
- **Open Classroom** – current parents/carers are invited to an open classroom in September to meet their child's new teachers and see their classroom.

Website

The school website www.eastmortonceprimary.co.uk is regularly updated with information about the school, including up to date policies, current news about what is happening in school and news of any changes to routine. Staff lists and responsibilities are also kept on the school website in the 'About our School' information section.

Social Media

The school has an active social media profile. We predominantly use Facebook for regular updates about school life and also occasionally use **'X' @EastMortonCEPrimary**

E-Mail Communication

The school uses e-mail as its main form of written communication. Paper copies can be provided if email in unavailable. The school is conscious of the high volume of emails

which parents/carers receive in today's society and we endeavour to send as few emails as possible, without compromising on the quality of communication.

Weekly newsletter

Details of school events, reminders, requests for help and news are shared in our weekly newsletter. This comes out in a recognisable colour format and is emailed each Friday (paper copies are readily available on request). The newsletter is also published on the website,

Morton Mag

Our school magazine is published and sent home to parents/carers at the end of each half term showcasing what has been happening in school during that term.

Staff communication to parents and carers

Copies of letters sent home are kept electronically. Details for the protocol for communicating with parents and carers via text and email are provided in Appendix I.

Parents' evenings and school reports

Parents/carers are invited to hear about their child's progress by attending Parents' Evenings, events and reading their child's reports. Parents/carers are also invited to meet their child's class teacher in the first half term at 'Open Classroom drop-in session.' An overview of the year will be shared in the class section of the website.

We do encourage parents/carers to contact the school at any time if any issues arise regarding their child's progress or well-being, but we also provide two formal opportunities to meet one to one with the class teacher during the academic year. The first meeting is midway through the Autumn term and identifies areas of strength and targets for future development. Parents/carers are invited to meet with their child's teacher again during the Spring term to review their child's progress towards the targets. Parents/carers are able to look at their child's work during these meetings. Parents/carers will be given information and advance notice about such events in the newsletter.

At the end of the Summer term children will receive an end of year written report and parents/carers can subsequently arrange to meet with teachers if there are any concerns. In our school we ask the children to comment on their own progress, and parents/carers to make a similar comment via an online forms feedback. We also give parents/carers of children in Year 1 and Year 6 the details of their performance in the national tests, and details of national comparative performance.

Home School Agreement

Home-School Agreements are established to foster a strong partnership between parents, students, and the school. They outline shared expectations for behaviour, learning, and communication, ensuring that everyone works together to support children's success. These agreements promote a collaborative approach, helping to create a positive school culture where children are encouraged to achieve their best, both academically and socially. A home-school agreement (see **Appendix 2**) 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/carers, and what the school expects of the children. We share this with our parents and request acknowledgement and agreement electronically using a forms return.

Staff communication with parents/carers

At the beginning of each half term all teachers will share a summary of their curriculum plans. This enables parents/carers to support their child's work through a range of suggested activities to be shared with the child at home. These are also made available on the school's website, under the class pages.

Public access documents

The school makes available a range of documentation for parents/carers via the website. Paper copies of policies and governor meeting minutes are available on request. A copying charge may be levied where requests for printed materials are made.

Notice

The school fully recognises the fact that parents/carers require sufficient notice of certain events, eg. plays, visits, non-uniform days, cake sales, etc. In order to support families, the following guidelines will be followed in all but exceptional circumstances:

- Every September a yearly diary dates letter will be sent to parents/carers detailing key events such as Parents' Evenings and concerts. If, due to extenuating circumstances, these need to be changed, this will be communicated as soon as possible through the school newsletter.
- Where payment is required for a trip/visit, at least two weeks' notice will be given for amounts under £20 and a period of at least two months for more expensive residential trips.
- When parents are required to provide a costume for their children, at least two weeks' notice will be given.
- If donations of food (eg. cake) are required, at least one week's notice will be given.

Conclusion

Good communication is vital to home-school partnership. The raising of standards cannot be achieved without such a partnership.

Review

To review in Autumn 1 2027, or earlier if there are significant changes.

Headteacher: Anne Proctor

Governor Approval: Alison McGonigle

Date: 1st October 2026

Appendix I

EMAIL and TEXT PROTOCOL
for staff communication with parents/carers

This is guidance on when to send an email or text from East Morton CE Primary School to parents/carers. It should be used in conjunction with the Communication and E-safety policies.

As a broad overview, emails and texts should be used for communicating essential information only. Parents/carers may wish to email teachers about their children but teachers should use email to set up a meeting so that personal communication about individual children is discussed face to face, by phone or letter and only in the last instance, by email or text.

EMAILS

- Group email addresses can be collated under year group, club register, class group or whole school categories. Groups will be administered by the Communications Officer, so that they can communicate information where only one group is affected (e.g. Y6 journey/trip information/secondary transfer meeting).
- Ad hoc information such as the cancellation of an after-school club or a reminder about a school event can be sent by text, email or phone.
- All group emails must be viewed by a member of the SLT before they are sent.
- With permission of the Head Teacher, the Friends may send a group email to all parents/carers e.g. asking for help with a school fair, or promoting an event as well as having a regular section of the newsletter for information.

TEXTS

- Text should be used as a primary resource in informing parents/carers of a school closure (e.g. snow)
- Texts should be used to inform parents/carers of a change to procedure e.g. the closure of an afterschool club or the cancellation of an event.
- Texts can be sent asking for outstanding money for trips
- Texts can be used to remind parents/carers of upcoming events
- In the event of sickness or an accident parents/carers should be telephoned not sent a text. However, a text may be sent asking the parent/carer to contact the school if no contact can be made. If a child bumps their head in school , a text will be sent to inform parents.
- Texts can be used to inform parents/carers that a newsletter or significant letter has been emailed and is available online or in the office.
- Texts must not be sent regarding behaviour of an individual child by a teacher or by the office. Contact should be face to face, by phone or letter
- News of great significance must not be sent by text but should come by email/letter from the Head Teacher.
- Texts are sent to inform parents when their child has been chosen as a 'star of the week' with an invite to a stars assembly.

East Morton CE Primary School
Home - School Agreement 2026-27

Appendix 2

The school will:

• have Christian values at the heart of its work
• provide a broad and balanced curriculum which challenges and motivates pupils • encourage your child to achieve their potential
• encourage children to develop a sense of responsibility, care and respect for others, both at school and in the wider community
• care for your child's safety and happiness as a valued member of the school community
• inform you as soon as possible if your child is absent without an explanation from home
• give the highest priority to the safeguarding of all children
• make sure that all staff, pupils and parents know what behaviour is expected
• have a behaviour (relational) policy which creates a safe and caring environment for everyone
• keep you informed about our arrangements for homework
• tell you about the work your child is doing
• make sure that you have information about your child's progress and behaviour
• arrange for you to discuss your child's progress and to set targets for the future
• respond appropriately to any concerns that parents might have

A Proctor Headteacher

Parents/Carers:

• support the school's values and ethos
• see that my child goes to school regularly and is punctual
• not take holidays in school time
• inform the school promptly of reasons for any absence
• take an interest in what my child is learning and praise them for their efforts • make the school aware of any concerns or problems that might affect my child's work and behaviour
• support school policies for appropriate conduct and uniform
• support my child in homework and other opportunities for home based learning
• attend parents' evenings and discussions about my child's progress

Pupils:

• try to be the best person I can be following the values of the school • move about the school sensibly and quietly
• do my best in every lesson
• be polite, kind and helpful and never hurt others
• do my homework and return it on time
• be prepared for school with appropriate equipment
• respect the feelings and property of other people
• be respectful to adults
• accept the code of conduct and authority of the school
• use the internet and other mobile technology safely in line with school policy and rules
• talk with my parents or carers and staff about any worries in school