



## Communication Policy

This policy applies to all pupils and staff of Abbot's Hill, including EYFS.

### Summary

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

In our school, we aim to have clear and effective communication 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 through a range of different media. Some of our communications are the result of a statutory requirement, others reflect what we believe is important to our school: these include our website, regular e-newsletters, social media updates (Facebook and Twitter), annual Chronicle magazine, an end of term letter from the Headmistress, Termly Printed Calendar, Parents' Assemblies, Parents' Evenings and the use of pupils' study and reading book diaries.

### Written reports

All year groups receive at least one written report per academic year. These are released and stored on the Parent Portal.

### Parents' Handbook

Prior to a pupil joining Abbot's Hill School, a Parents' Handbook is sent out. There are separate handbooks for Nursery, Reception to Year 2, Years 3 to 6, Years 7 to 11 and a separate GCSE Options Booklet for Year 9. Parents are sent the relevant next step handbook at points of transition.

### Daily Feedback in Nursery

Parents of Nursery children will receive a verbal hand over from Nursery staff when they collect their child at the end of every session they attend. Nursery staff will also provide a brief written feedback detailing the child's routines that day.

### Parents' Evenings

In addition to reports, each year group has a minimum of one Parents' Evening each year. Timings for these are to be found on the interactive School calendar.

If necessary, additional meetings are arranged to pass on or discuss any school matters.

An informal meeting is arranged each September to enable new parents to meet members of staff.

### School prospectus

The school prospectus and annual information booklet contain a range of specified information that gives both current and prospective parents a picture of provision at our school.

## **Home- School communications**

Parents receive a half termly e-newsletter reflecting the news and events of recent weeks. Where appropriate, letters of a general nature are sent out to all the parents. Increasingly, such letters may be sent via email or e-bulletin. Important messages may be sent by text message. The Abbot's Hill School website ([www.abbotshill.herts.sch.uk](http://www.abbotshill.herts.sch.uk)) features a range of information about the school required by current and prospective parents, including the term dates, news items, special events, curriculum, etc. There is also a Parent Portal for current parents containing various letters, handbooks, curriculum documents, calendar, academic reports, etc.

The Study Diary, for pupils, Home School Link in EYFS and the Reading Record Book, are used to record homework set and as a means of communication between staff and parents.

Parents are encouraged to communicate any relevant matters concerning their child's educational welfare at the earliest opportunity either through the Main Reception or by direct contact with the appropriate member of staff. If the member of staff is not available to deal with the matter immediately, a mutually convenient appointment should be made.

If a pupil is absent, parents should call the school on each day of the absence stating a reason. A note should be sent on the day the pupil returns to school explaining the absence.

If contact explaining the pupil's absence fails to be made by the parents or carers, then the school will contact the home by telephone on the initial day or as soon as practicable.

### **Signed**

Issue Date: April 2018

Review Date: November 2020 or earlier if major change



Elizabeth Thomas  
**Headmistress**