

# Communication

Communicating with parents is seen as essential at Plumtree School in developing a home school partnership and developing the best possible learning journey for each child.

## Written Communication

**Formal Written Reports** are both summative and informative; they provide information on children's individual progress and achievements. A "mid year" overview of the child's performance goes out in December. Reports from our music staff are given to parents in March and a full subject based report, including test results, in July.

**Home/School Reading Records** provide a two-way communication about each child's progress in reading. These records are exchanged regularly, with teachers/teaching assistants supporting children with their reading on a regular basis.

**School Diary books (Reading Diary – Infants)** provide a two-way communication about a child's homework tasks and any academic or social comments.

**Individual notebooks** are provided for some children so that general information about achievements, behaviour etc. can be shared on a regular basis.

**The School newspaper** 'The Plumtree Post' is published twice termly and contains school news, dates of forthcoming school events, sports results, articles by the children and photographs. A copy of the newspaper is sent home with each pupil, a copy is displayed in the parents' notice board and extra copies are made available in the school lobby. Posters are displayed around school announcing the publication of each new edition

**Information emails and letters** from the Head Teacher are also sent out when required and "emergency" notices (postponed sports fixtures etc) are displayed on a notice board at the gate.

**Weekly email notices** inform all parents of the coming week's events.

## Verbal Communication

**Formal Parents' Evenings** are held in the Autumn and Spring terms (Reception children also have a parents' meeting in the Summer Term to discuss the Early Years Foundation Stage Profile). Parents have the opportunity to discuss their child's progress with the class teacher. School records are used to inform these meetings and examples of the child's work are available for parents to view. Parents are also made aware of how they can play a positive role in the education of their child.

**Open Evening** for parents is held in the summer term and is a chance for parents to view the work of the children throughout the school and to meet the teachers who will be teaching their child in the following academic year/s. This evening is a celebration of the children's achievements and a time for informal conversations with parents.

**Staff accessibility** for parents is important at Plumtree School. Members of staff are located at various points around school during drop off and collection allowing for the passing on of messages or thoughts and concerns. The Head Teachers greet parents and children personally at the school gate each morning and afternoon allowing parents the opportunity of conversation and discussion of any issues or concerns.

**Answers to your questions** - Problems, worries, concerns or simply a need for information! We are always available to discuss any aspect of school. If the area of concern is pressing, please come in at 8.30am (Do remember, we all begin teaching at 9.00am) If it can wait, an appointment after school is preferable. We are available, approachable and give absolute priority to your child's educational welfare. "School gate tittle-tattle" happens at every school – Don't fall victim to it! Come in and speak to us.