



King's College
The British School of Murcia

Policy for Parental Partnership and Communication

Introduction

Good communication between school and home is essential. Children achieve more when schools and parents work together. Parents are able to help more if they know what the school is trying to achieve, and what they can do to help.

At King's College Murcia (KCM), we aim to have clear and effective communication with parents and the wider community. Effective communication enables 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 strategies.

In an effort to promote ecological awareness and to save valuable resources, we at KCM aim to reduce the amount of materials we use. One way to achieve this is through the use of technology to disseminate information and reduce the distribution of printed communication where necessary.

Website

The KCM website contains a range of information about the school for parents, pupils and staff. It is also used by potential parents, pupils and staff to give a full picture of provision at our school. It is updated on a regular basis. A news section and the newsletter is available on the website, as are the school calendar and Parent Planners.

Communication by Newsletter

We send a school newsletter ('Letter from the Head') to parents each Friday by email. It is the main form of communication between school and home, providing general details about school events and activities, as well as giving advance notice of upcoming events. The newsletter is also copied to the school website. All parents, pupils and staff are encouraged to read the newsletter.

Communication by Text Message

The KCM text message system is used as a way to share information immediately for example snow days and emergencies (e.g. flooding).

Email

We encourage parents and staff to use email to communicate with each other where possible, rather than sending paper notes or letters. Individual Teacher email addresses are shared with class parents at the start of the year.



Daily Home/School Communication

Children in all classes Reception to Year 2 have a Reading Record that is sent home each day to record reading taking place at home and school. In the Foundation Stage (FS) and Key Stage One (KS1) these are completed by school staff and by the parent.

In Years 1 and 2 staff and parents communicate with each other on a daily basis, or as required, via *Class Dojo* - which is an internet based communication tool.

From Year 3 to Year 13 all pupils have a Contact Book (Homework Diary) for parents / staff to share any form of daily information and/or homework. These are kept in the child's book bag and are checked each morning by the Class Teacher or Teaching Assistant.

Throughout the school, parents can send a written note with their child or to email a message directly to the class teacher.

The school Nurse sends home a note with a child who has received medical attention, to inform the parents about the incident and what treatment, if any, was received. Where necessary the Nurse will telephone parents or will talk to them directly at the end of the school day.

Parents are asked to inform the School Reception murcia.info@kings.education of any changes to going home arrangements by 1.00pm of the day in question. This can be done by an email sent directly to murcia.info@kings.education or by a written note sent in with the child.

The school encourages parents to share any issues about their child at the earliest opportunity. We allow parents the chance to have a brief word with the teacher at the start or end of the school day. If parents are unable to locate the teacher on the patio, we would ask that they speak to the receptionist at the school desk, to contact the teacher. Direct communication with the class teacher is the most effective method of dealing with concerns. Appointments can be made directly with the class teacher via email or the Contact books/Homework diaries. The Heads of Key Stage would be the next point of contact, followed by Heads of EYFS, Primary or Secondary.

The Headteacher will see parents immediately. When this is not possible appointments will be made through the school office.

Coffee Mornings/Afternoons

Throughout the year the Head Teacher holds dedicated Coffee Morning/Afternoon sessions with parents of each age range. The purpose of these sessions is to discuss a range of school issues, present new initiatives and to answer parental questions in an informal setting. Additional sessions may be held throughout the year as appropriate.



Information Evenings

At the start of each academic year the school holds a 'Class Information' evening for parents. The purpose of this meeting is for parents to formally meet their child's teacher and to find out all necessary information about the routines, timetable and curriculum specific to each class for the year.

The school holds various 'Curriculum Information' evenings during the school year. The focus of these is decided by curriculum issues identified in the School Development Plan. The focus may also be determined by parental wishes identified through discussion or results obtained from the parental questionnaire e.g. How to support your child's learning at home.

A 'Sex & Relationships Education' letter is sent to parents of the Secondary section annually in anticipation of the lessons that the students have in PSHE.

Parent information evenings are also held prior to each residential trip that takes place during the school year.

Letters

Letters are handed out to Class Teachers for distribution to pupils as required. Any child who is absent has the named letters placed in a tray in the classroom to await their return. Permission slips are emailed to parents and should be returned in the same manner.

Meetings

Written reports are sent home throughout the year and parents have opportunities to discuss these with teachers. A final school report is issued in June.

Parent / Teacher Evenings are held throughout the year. These meetings are an opportunity to discuss individual pupil progress or concerns. Areas for Development (FS/KS1) or Targets (KS2/3/4/5) are set at these meetings.

Parents are welcome to make an appointment for a meeting with Class Teachers or the Head Teacher at any other time during the school year if required.

Policy Documents

A number of school policies are available on the school website.



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Questionnaire

From time to time the school may send out a questionnaire to parents, staff and pupils to judge opinion as to the quality of provision at KCM.

Conclusion

Good communication is vital to the Home / School Partnership. The raising of standards cannot be achieved without such a partnership.

We are committed to the highest possible level of Partnership and are always open to new suggestions as to how we can improve our systems.

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