



Communication

Effective communication is essential in providing students, teachers, parents and the community with the necessary information to make appropriate decisions and to keep them informed. Grouville Primary School is committed to using communication processes and techniques that aim to build a positive learning environment for students, staff and parents in order to inspire and educate all students to succeed in becoming productive and valued citizens.

At Grouville School we strive for open, positive and meaningful communication in everything we do. We support each other as a community in the exchange of ideas and in maintaining an environment where people feel their views are valued and respected and where they feel they have been heard.

School communication to families include:

- School Handbook: outlines key information about school life
- School newsletters: emailed fortnightly to each family and is available on the school website.
- School website: www.grouville.sch.je assists in communicating with the immediate and wider community. Including parent forms to be completed, e.g. Authorisation of absence forms etc.
- School email: admin@grouville.sch.je and SIMS intouch is used for communicating essential information with parents and the wider community by e-mail.
- Grouville Primary School and Grouville School PSA Facebook pages.
- Weekly updates: emailed weekly to each year group, containing pertinent information for the coming week in your child's class.

- Parent consultations: held each term.
- Curriculum overviews: these are sent by e-mail at the beginning of each term from your class teacher.
- School Office: you can contact the office anytime on 851089. If the staff are busy, please leave a message on the answer machine.
- SIMS parent app: used to confirm changes to personal details.
- Meetings with parents and teachers outside of Parent Consultations – please e-mail the staff using their e-mail address on the school website or call/e-mail the office.
- **Meetings with Mrs Turner, Miss Arrowsmith and Phase Leaders** - all first points of contact regarding children should be via their class teachers. There may be some occasions when parents wish to speak with either Mrs Turner, Miss Arrowsmith or a Phase Leader. Parents are advised to make an appointment via the school office.

Due to covid restrictions these are currently on hold however, we do hold other events for communication which includes:

- Celebration afternoon – to share children’s learning and achievements.
- Parent suggestion box – in the school foyer (please e-mail us)
- Class assemblies.
- Information sessions/workshops for specific purposes: Information sessions will take place as required for a variety of reasons such as inductions, transitions, trips, assistance with learning i.e. reading etc.
- PSA meetings.
- Parent forum.

Other internal communication includes:

- Assemblies: KS1 and KS2 each week.
- Celebration assembly: each week.
- School council.
- Pupil voice groups.

We are always here if you need to talk to us, have ideas to improve communication or any other suggestions.

Please see our Communications Policy for more detail -

<https://www.grouville.sch.je/policies.html>

