



— Kindness • Responsibility • Challenge —

Grouville School

— Always be the best you can be —

Grouville School Communications Policy 2023

Article 3: Everyone who works with children should do what is best for each child.

We highly value relationships within our school community. We aim to share our achievements with you as well as inviting you to share school key events and celebrations so that you are involved in your child's learning journey during their time at Grouville School. Good communication between home and school is essential; this is a two-way process and is aimed at all members of our community so that we can ensure important and relevant information is shared in an appropriate and timely manner. Please can we ask you to inform the School Office immediately if you change your contact details, thank you.

There are many ways that we endeavour to share information with you from day to day organisational arrangements, to celebrations of your children's achievements. There are the range of ways that teachers and school will keep in touch with parents and the wider community so that everyone is involved and informed.

Curriculum Overviews - you will receive a Curriculum Overview from your child's class teacher at the start of each term. This will provide you with an overview of what your child will be learning each term as well as ideas of how you can support their learning.

Weekly Updates - you will receive a weekly update from your child's class teacher informing you of key learning and any forthcoming events, so that you can support your child's learning at home.

Meet the Teacher - in September of each year we invite you to meet your child's class teacher so that they can share their organisation and expectations for learning for the forthcoming year. During this meeting class teachers will also advise parents of the best ways and times to communicate with them during the year.

Induction Meeting for Reception and Nursery - in the June/July before a child is due to join Grouville, all parents are invited to meet the Early Years Foundation Stage staff and gain an insight into school life. During this meeting, the teachers can advise parents about specific arrangements that are linked to starting school in September.

Newsletters - we send out our newsletters fortnightly by email. They contain information that affects the whole school. The newsletter also contains information about fundraising events and activities. The newsletter is also uploaded to the school website and a paper copy is available to read in the school foyer.



As a Rights Respecting School our philosophy is underpinned by the values and principles of the United Nation's Convention on the Rights of the Child (UNCRC).



Letters/emails - we send out letters/emails to parents regarding specific events such as sports fixtures, school visits and important school information that cannot wait until the next newsletter day! We aim to be as eco-friendly as possible, so communication is sent electronically on most occasions.

Website - www.grouville.sch.je is the address for our school website. Copies of our Parent Handbooks and policies can be downloaded from here. The site also contains a school calendar which shows key dates for whole school events.

School Office - you can contact the school office via email admin@grouville.sch.je or by telephone Tel: 851089. Alternatively, please pop into school to leave a message/make an appointment to see a member of staff. Please ensure that you phone the school office before 9.30am if your child is unwell. All visitors must use the signing in and out book and this is applicable to children who leave and return to school during the day.

School Celebrations - all members of our school community are invited to key events throughout the year. Advanced notice of such events are communicated through our website, newsletters and curriculum overviews. Children's learning will also be shared via our school website.

Parish Links - the school sees itself as being an important part of the Grouville Community. We actively seek out opportunities for the children to be involved in Parish events and encourage others to become involved in school life too. Invitations are sent out to the wider community when we celebrate whole school events. We regularly contribute to the Grouville Gazette.

Reporting to parents - Parent Consultations take place in October and February. These are online meetings for parents and teachers to meet to discuss children's progress and their next steps for learning. One appointment is offered per child. If parents are unable to attend the meeting, it may not be possible to re-schedule. Parents will be sent a copy of their child's report in advance of the meeting.

End of Year Reviews - you will receive an end of year review from your child's class teacher at the end of the academic year. You will also be offered a third opportunity for an online meeting with your child's teacher to discuss their progress and next steps.

Meetings with parents and teachers outside of Parent Consultations - sometimes parents may wish to meet with class teachers and vice versa. Parents are requested to arrange such times as teaching staff often have meetings and preparation time before and after school and therefore a mutually convenient time will be sought. There may be some occasions when teachers would like to meet with parents. Teachers will make direct contact with those parents concerned to arrange an appointment. Parents can contact the school via phone or our admin email admin@grouville.sch.je if they would like a teacher to contact them to arrange a meeting time.

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.

Celebrations Afternoon - this is a superb way to share the children's learning and achievements with members of our school community. The date for our Celebrations Afternoon is advertised via the above methods and all are welcome.

Questionnaires - from time to time we will ask teachers, parents, children etc. for feedback regarding certain issues. Questionnaires provide us with an effective way of doing this. Please take time to complete them as your views matter and we do share outcomes with you.

Parent Suggestion box - there is a box in the foyer for parents to add in any suggestions that they have regarding school.

Grouville School & PSA Facebook - please like our Grouville School & our Grouville PSA's Facebook pages to keep up to date with school news and the latest PSA events.

Advertisements and Magazines - we are unable to give out company adverts or magazines to individual children. You are welcome to leave such items at the office so that people can collect, if they choose, on the way out. Our school notice board in the Main Entrance is available to advertise local events.

Monitoring and Review

This policy will be reviewed by the Senior Leadership Team every two years.

Updated by Nichola Turner - June 2023

To be reviewed June 2025