



Grouville School Communications Policy 2018

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.

New Parents Meeting for Reception and Nursery - in the June/July before a child is due to join Grouville, all parents are invited to meet the Foundation Stage staff and gain an insight in to 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.

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 will be sent electronically on most occasions.

Well-being and achievement are at the heart of Grouville School so that we can all develop as life-long learners and take responsibility for ourselves and the community.

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 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 9.00am 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.

Text Messaging - we use this service to inform/ remind parents of school events and/or change of circumstances such as football club cancelled due to poor weather or school closures. We may also use this service to advise of school events. Our text message service cannot be used to reply to.

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 and Makewav.es - a safe social blogging platform used by many schools.

Class Assemblies - you will be invited to your child's class assembly at some point during the school year. This will be a celebration of their learning. Dates will be shared via the school website, Newsletters and Curriculum Overviews.

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.

Parent Consultations - these take place in November and March. These are individual appointments 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; they will be sent a copy of the report that has been prepared for their child.

Annual Report - you will receive an Annual Report from your child's class teacher at the end of the academic year.

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 then 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.

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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 with members of our school community the children's achievement. The date for our Celebrations Afternoon is advertised via the above methods and all are welcome.

Parent Forum - a group of parents meet each term with Mrs Turner and Mrs Arrowsmith to discuss various school issues and developments. If you are interested in joining this forum please contact the school office.

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.

PSA Facebook - please like the PSA's facebook page - <https://www.facebook.com/GrouvillePSA> to keep up to date with 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 - February 2018

To be reviewed February 2020

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