



# Communications Policy

“Everyone who works with children should do what is in the best interests of the child.”

Article 3 United Nations Rights of the Child

## Introduction

The school is very proud of the relationship it has developed with parents. By working together to support and nurture our young children we can really make a difference to their lives. We aim to share and celebrate our achievements with you and also to have opportunities to share with you our school events and developments of which you play an important role. Communication between home and school is key. This is a reciprocal policy it is for all members of our community so that we can ensure that important and relevant information is shared in an appropriate and timely manner.

There are many ways that we endeavour to share information with you from the day-to-day organisation to the long term celebrations of your children’s achievements. The table below shows a range of ways that teachers and school can keep in touch with parents and the wider community so that everyone is involved and informed.

If you have a problem or concern please talk to your child’s class teacher in the first instance, as they are best placed to help solve the problem. If the issue is not resolved satisfactorily a member of the leadership team will be happy to help. To make an appointment to meet with the headteacher either telephone the office or pop in when you bring/collect the children.

<b>Organisation of the school and general information about Trinity</b>	<b>Learning, attainment, progress, behaviour</b>
Parent Email	Meet the Teacher evening-September
Letters	Parent Consultations Autumn and Spring term
Newsletters	School Report-Summer Term
Parish Magazine	Parent Book looks
School Website	Parent Shared learning opportunities
Facebook	School Celebrations
Telephone	Meetings between parents and teachers outside of parent consultations (when required)
School Office	Google Classroom / Tapestry
Adverts/Magazines	
School Celebrations	
Parish Links	

Organisational/information communication:

## Email

The aim of this service is to inform parents via email of school events and/or change of circumstances such as football club cancelled due to poor weather or school closures. Class

teachers may also email regarding specific class events. We send out newsletters weekly that detail the coming week. The newsletter may also contain information about PTA events and activities. All parents receive the newsletter via email.

### **Letters**

On occasions we send out letters to parents regarding specific events such as sports fixtures, school visits and important school information. Parents are requested to check their children's book bags on a regular basis and return any slips directly to the office.

### **Tapestry (Foundation Stage only)**

Within the Early Years Tapestry is an online journal/program which is used both ways by teachers and parents. On Tapestry you will receive class information and updates on your child's development. Tapestry is a two way tool and we encourage parents to share/upload things from home.

### **Website**

Our school website can be found at [www.trinity.sch.je](http://www.trinity.sch.je). Our school policies and newsletters can be found on the website along with more general information about the school.

### **Email**

The admin email for the school is [admin@trinity.sch.je](mailto:admin@trinity.sch.je) Miss Lau, our school administrator, receives her emails throughout the day. Parents can also email other members of staff in the school and their contact details can be found on our website or on the bottom of their termly letters to you. Please ensure that you don't email anything urgent to teachers during the day as when they are teaching the teachers aren't able to read and reply to emails and there is a danger that it might be missed.

### **Social Media**

Our Facebook page can be found by searching for Trinity School, Jersey. It is regularly updated with events that are happening within the school. We have a Social Media Policy which can be found on our website.

### **Telephone**

Most phone calls are answered by Miss Lau in office hours. There is an ansaphone at other times and there is now an option to leave a message to inform Miss Lau that your child is sick and won't be attending school. Please do not leave messages in the afternoon on the ansaphone if you wish us to give your child a message, it is possible that we won't receive the message in time and therefore be unable to pass it on.

### **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,

## **Parish Links**

The school sees itself as being an important part of the Trinity 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. The school makes a contribution to each edition of the Parish magazine.

## **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 the outcomes with you.

## **Meet the Teacher evening**

In September of each year the teachers provide an opportunity to meet with their new classes parents. The aim of this meeting is to share 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.

## **Book looks/ Pop Ins**

Each class teacher holds a half termly book look at 3pm on a date of their choosing. This is an opportunity for children and parents to look at the learning together. Teachers are available for any general queries. A private appointment should be made for any more specific concerns as teachers are not able to discuss individual children's learning and circumstances in front of other parents. In the Foundation Stage stay and play sessions are held half termly.

## **New Parents for Reception and Nursery**

In the June before a child is due to join our Nursery and Reception class we invite all parents to a meeting to meet the staff and gain an insight in to life at Trinity. During this meeting the teachers can advise parents about specific arrangements that are linked to starting school in September.

## **Parent Consultations (Autumn and Spring Term) and School Reports (Summer Term)**

These are individual appointments for parents and teachers to meet to discuss the progress and next steps for learning. One appointment per child is offered per family, please contact the head teacher if further appointments are required. An annual report is written in the summer term.

## **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 a mutually convenient time will be sought. There may be some occasions when teachers would like to meet with parent. Teachers will make direct contact with those parents concerned to arrange an appointment.

### **Meetings with the Leadership Team**

There may be some occasions when parents wish to speak to a member of the Leadership Team. Parents are advised to make an appointment via the school office to do this as they have teaching and additional commitments so it may be that they are not available.

Please note that staff are advised not to become “friends” with parents on sites like Facebook, as this can blur the professional boundaries. Please contact all staff through school emails or the school phone.

**April 2019/ February 2021 / March 22/Nov 23 / April 24**