



ST LEONARD'S CE PRIMARY ACADEMY
 Linley Road, Blunsdon, Wiltshire, SN26 7AP
 Tel: 01793 721423 Fax: 01793 700748
 Reg Office: As above
 Company Reg No. 07807811
 Head Teacher: Nicola Mills BEd (Hons)



St Leonard's CE Primary Academy Communication Policy 2017-19

This policy should be taken and used as part of St Leonard's CE Primary Academy's overall strategy, and implemented within the context of our vision, instrument of government aims, and values of a Church of England Academy. St Leonard's is a Church of England Primary Academy which celebrates a love of God and puts the Christian ethos at the centre of all that it does.

1 Introduction

- 1.1 Good communication between the academy and the home is essential. Children achieve more when academies and parents/carers work together. Parent/carers can help more if they know what the academy is trying to achieve, and how they can help.
- 1.2 In our academy we aim to have clear and effective communications with parents and the wider community. Effective communications enable us to share our aims and values through keeping parents well informed about school life. This reinforces the importance of the role that parents/carers play in supporting the academy in educating their children.
- 1.3 We communicate with parents/carers through a range of different strategies. Some of our communications are the result of a statutory requirement, others reflect what we believe is important to our academy.

2 Home-Academy Agreement

- 2.1 Our Home-Academy Agreement has been in place since September 1999. It is a requirement of the School Standards and Framework Act 1998. It explains the school's aims and values, the school's responsibilities towards the children, the responsibilities of parents/carers, and what the academy expects of the children. We ask parents/carers to sign this agreement when their child starts in our academy.
- 2.2 The Agreement covers the standard of education in our academy, the ethos of the academy, our expectations on attendance and good behaviour, and our expectations about homework. Our governing body reviews the Agreement annually.

3 Annual written Report to Parents/Carers: Children's Achievements



Living and Learning Together with God's Help



- 3.1 Each year we provide a written report to parents/carers on each child's progress in the various areas of learning of National Curriculum subjects. This report also identifies areas of strength and areas for future development. We ask the children to comment on their own progress. We also give children in Year 2 and Year 6 the details of their performance in the national tests, and details of national comparative performance in the national tests.
- 3.2 As well as receiving the annual written report, parents/carers are given the opportunity to meet their child's teacher each term for a private consultation. This gives parents/carers the opportunity to celebrate their child's successes and support the child with any areas of development. We encourage parents/carers to contact the academy if any issues arise regarding their child's progress or well-being.
- 4 Academy Prospectus**
- 4.1 The academy prospectus contains a range of specified information that gives parents/carers a full picture of provision at our academy. We update this for each school year.
- 5 Public Access documents**
- 5.1 The academy makes available a range of documentation for parents/carers via the academy website.
- 6 Home - Academy communications**
- 6.1 We send a newsletter to parents/carers at least termly. It contains general details of academy events and activities. We send other letters of a general nature when appropriate.
- 6.2 At the beginning of each term all parents/carers are given details of the work to be covered in their child's class during the forthcoming term. We invite parents/carers to support their child's work through a range of suggested activities to be shared with the child at home. We also invite parents/carers to take part in the educational visit that is linked to the work.
- 6.3 The academy encourages parents/carers to share any issues about their child at the earliest opportunity. Teachers see parents/academy immediately, if at all possible. Where this is not possible, the parent/carer makes an appointment. We allow parents/carers to take the opportunity to have a word with the teacher when they collect their child from school.
- 6.4 We arrange annual curriculum meetings for parents. These are evening meetings that explain areas of our curriculum. We hold a meeting for new parents each July.
- 6.5 If a child is absent from the academy, and we have had no indication of the reason, we contact a parent/carer by telephone, if possible, to find out the reason for the absence. This is to ensure the safety of all pupils.
- 6.6 Parent/carers should keep the Academy informed if and when they are not contactable during the school day and someone else is acting in loco parentis. This is to ensure that we know who to contact in the case of an emergency.