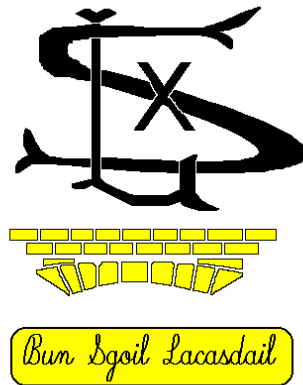


LAXDALE PRIMARY SCHOOL



COMMUNICATION POLICY FOR PARENTS

FEBRUARY 2024



RATIONALE

Communication between home and school is crucial to ensure information is shared correctly and to the right people. The rationale behind a communication policy for Laxdale Primary School is to ensure parents and pupils feel included and know what is happening within the school. It is essential in order to avoid confusion about how people can communicate, how information should be shared, and who it should be shared with.

Strong communication ensures people feel included and it engages parents and pupils with ongoing events and projects within the school. Communication is key to share good news and also to report issues that may need to be addressed in school or at home. It will strengthen relationships between home and school and everyone should feel they can communicate confidently with the school. The basis for developing relationships based on trust, mutual respect and collaboration is good communication.

COMMUNUCATION WITH PARENTS

There are various ways that the school will communicate with parents. Groupcall (email and SMS messaging) is a system that is used across all schools in the Western Isles. Schools are able to share information quickly with parents through this system. In line with the Comhairle's policy on Sustainability, less paper copies of notes and letters are issued to parents and digital copies are sent instead.

Laxdale Primary School produce a regular Newsletter which is sent home to parents. The purpose of the newsletter is to communicate key information, events and dates. It is also used to celebrate learning across the school. A newsletter will be sent home every 2-3 weeks. Laxdale Primary also have an active Facebook page and Twitter (X) account that is also used to share key events and learning. Parents are encouraged to interact with the school's social media channels. Pupils produce podcasts which are shared on Social Media channels. These provide information of upcoming key events and learning in the school.

On occasion the school may phone parents to discuss concerns or to arrange an in-person meeting. If parents wish to meet with the Head of School or a class teacher they should make an appointment through the school office to ensure a mutually convenient time. Class Teachers are not available at the start/end of the school day to meet with parents unless a prior arrangement is in place. This new approach will ensure all parties are prepared for professional discussions to take place.

Staff in Laxdale Primary School will always communicate respectfully with parents and we ask the same in return. Sometimes people can get frustrated and angry and that can be evident in communication with the school or posts online. We ask that parents communicate clearly with the school any concerns and don't post about the school or staff online. If we know about difficulties or concerns we can deal with these promptly and report back progress. Keeping communication open and honest helps to create a healthy and happy environment for pupils and their families.

If parents are separated/live in different homes, and wish to be kept informed, the school is happy to share communication with both parents if mutually agreed in advance.

PARENTS COMMUNICATING WITH THE SCHOOL

The main communication for parents is through the school office, either by telephone or email. The school office staff will then contact relevant staff or make relevant arrangements to continue communication. When addressing/communicating with staff we ask that parents are respectful and use Miss/Mrs/Mr rather than first names.

All pupil absences should be reported to the school office. A record is kept of reasons for absence and it is important the correct information is recorded for your child. If there is an unexplained/unreported absence, the school will send out a Groupcall to parents and we ask you contact the school to inform us of the reason for your child's absence.

COMMUNICATION WITH PUPILS

Teachers may wish to communicate with older pupils in the school. This communication will take place via SEESAW, Glow email or TEAMS. The communication will be in reference to homework or classroom tasks. When pupils communicate with staff, they should always show respect and address them by their proper name using Miss, Mrs or Mr. Children get a consistent message in school about their digital footprint and how anything written and sent to another person can be traced. Pupils should always be mindful about that when communicating with staff or with each other on online platforms.

SEESAW

Seesaw is also used by class teachers to communicate information about pupils. In order to get it right for parents and staff, the following information around the use of Seesaw has been shared with schools across the local authority. As a result of the updated information there will be some changes as to how parents communicate with class teachers.

SEESAW COMMUNICATION

Seesaw was purchased by Comhairle nan Eilean Siar to develop children's learning profiling and share children's learning with parents. Here are some useful tips to support parental engagement with this tool.

Seesaw will be used by class teachers to:

- Share progress and discuss day to day learning
- Share targets for pupils
- Share communications about whole class learning
- Share 'housekeeping' information for the class e.g *the class will be going on a trip tomorrow, please ensure pupils wear wellies and a waterproof jacket.*

Seesaw will not be used:

- As a means of communicating pastoral matters or concerns e.g. if a child is upset, feels bullied, has injured themselves, lost items or if a parent has concerns about their child's learning. These issues should be communicated to the school through the school office, either by phone or by email.
- Evening or weekend messaging. Many of our teachers work after school hours; however, they are not obligated to respond to messages in the evening or at weekends.

RIGHTS RESPECTING SCHOOL

As a Silver Rights Respecting School, we are continuously teaching pupils about their **Rights** and showing **Respect** at all times.

We recognise that children have a fundamental right to be protected from harm, that their protection is a shared responsibility, and that our school should provide a safe and secure environment.

Children, parents and staff have the Right to respectful communication. This is an area we are continuously developing and improving to ensure there is open and honest communication at all times.



Rights Respecting School Article 1:

Everyone under 18 has these rights

Rights Respecting School Article 28:

You have the right to a good quality education.

Rights Respecting School Article 29:

Education must develop every child's personality, talents and abilities to the full.

Rights Respecting School Article 12:

You have the right to know your rights!

If you have any concerns or questions, please do not hesitate to contact the school.

The school office is staffed from 8.30am to 4.10pm every day.

Laxdale Primary School

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The new Communication Policy will take effect from February 2024. We ask that parents co-operate with the new approach to ensure consistent, respectful communication between school and home.