



## Vision for life and learning at Oratory Primary

**Our aim is to nurture in our children a strong sense of self belief, to be loving and considerate with others, and keen to make the most of the years which stretch before them to do good.**

Our motto is not an idle one, it is the essence of our school:

**We work together, we play together, we laugh together, we pray together:**

**In Faith:** We provide an environment where children are enabled to build on and deepen their relationship with God. Opportunities for prayer, reflection, and liturgy allow pupils to live and grow together as Catholics.

**In Community:** We appreciate the expert knowledge that parents have of their children's strengths and needs and invite families to share that knowledge with us. A strong partnership between home and school is vital in ensuring children achieve their personal best.

**In Learning:** We recognise that all children have particular abilities and aptitudes to be nurtured and celebrated. We encourage our pupils to become independent thinkers, and reflective learners, secure in the knowledge that with focus, endeavour and support, they can achieve their academic and creative potential.

**In Life:** We give our pupils a safe environment in which to build skills for their futures. We encourage them to adopt healthy lifestyles, respect the environment and be responsible citizens.

**In Love:** We teach our pupils to show kindness, respect and forgiveness. We celebrate our place in God's family by supporting one another and facing challenges together.

## Home/School Communication Autumn 2020-Autumn 2023

### Introduction and aims

We believe that clear, open communication between the school and parents/carers has a positive impact on pupils' learning because it:

- Gives parents/carers the information they need to support their child's education
- Helps the school improve, through feedback and consultation with parents/carers
- Builds trust between home and school, which helps the school better support each child's educational and pastoral needs

The aim of this policy is to promote clear and open communication by:

- Explaining how the school communicates with parents/carers
- Setting clear standards for responding to communication from parents/carers
- Helping parents/carers reach the member of school staff who is best placed to address their specific query or concern so they can get a response as quickly as possible

In the following sections, we will use 'parents' to refer to both parents and carers

### How the school will communicate with parents:

The sections below explain how we keep parents up-to-date with their child's education and what is happening in school.

Parents should monitor all of the following regularly to make sure they do not miss important communications or announcements that may affect their child.

### Classlist

Please contact the school office if you are not signed up to Classlist. Parent Reps, teachers, the headteacher and other staff members use Classlist to keep parents informed about the following things:

- Upcoming school events
- Changes to procedures
- Emergency school closures (for example, due to bad weather)
- School surveys or consultations
- Class activities or teacher requests

## School newsletter

Our school newsletter is sent via Classlist and uploaded to the website every two weeks. It includes:

- A full school calendar for the half term. Where possible, we try to give parents at least 2 weeks' notice of any events or special occasions (including non-uniform days, special assemblies or visitors, or requests for pupils to bring in special items or materials).
- Procedures for upcoming events such as parents' evening
- Class features about trips or curriculum projects

## Phone calls

It is important that the school holds at least two up to date phone numbers for your child. We will telephone you if:

- Your child is unwell
- Your child has not been picked up
- Your child is absent and you have not notified the school
- We need to let you know something about your child that we wish to talk about in person, rather than via email

## Letters

We send the following letters home:

- Consent forms about trips and visits
- Other forms that need a signature

## Reports and Parent Teacher Meetings

Parents receive reports from the school about their child's learning, including:

- An end-of-year report covering their achievement in each part of the curriculum, how well they are progressing, and their attendance
- A report on KS1 and KS2 SATs tests
- A report on the results of public examinations

Meetings are scheduled throughout the year:

- We host a 'Meet the Teacher' evening in September
- We offer three parents' evenings per academic year. During these meetings, parents can talk with teachers about their child's achievement and progress, the curriculum or schemes of work, their child's wellbeing, or any other area of concern.
- The school may also contact parents to arrange meetings between parents' evenings if there are concerns about a child's achievement, progress, or wellbeing.
- Parents of pupils with special educational needs (SEN), or who have other additional needs, may also be asked to attend further meetings to address these additional needs.

## School website

Key information about the school is posted on our website, including:

- Term dates
- Important events and announcements
- Curriculum information
- Important policies and procedures
- Important contact information
- Information about before and after-school provision

Parents should check the website before contacting the school.

## How parents and carers can communicate with the school

### Email

- Parents should always email the school, or the appropriate member of staff, about non-urgent issues in the first instance. The school's email address is [info@oratory.rbkc.sch.uk](mailto:info@oratory.rbkc.sch.uk)
- We aim to respond to your email query in full within 5 working days.
- If a query or concern is urgent, and you need a response sooner than this, please call the school.

### Phone calls

If you need to speak to a specific member of staff about a non-urgent matter, please email the school office and the relevant member of staff will contact you within 2 working days.

If this is not possible (due to teaching or other commitments), someone will get in touch with you to schedule a phone call at a convenient time. We aim to make sure you have spoken to the appropriate member of staff within 5 days of your request.

If your issue is urgent, please call the school office.

Urgent issues might include things like:

- Family emergencies
- Safeguarding or welfare issues
- Absence or lateness
- If someone else is going to collect your child
- If you are going to be late to collect your child

## **Meetings**

If you would like to schedule a meeting with a member of staff, please email the appropriate member of staff or call the school to book an appointment.

We try to schedule all meetings within 5 working days of the request.

While teachers are available at the beginning or end of the school day if you need to speak to them urgently, we recommend you book appointments to discuss:

- Any concerns you may have about your child's learning
- Updates related to pastoral support, your child's home environment, or their wellbeing

## **Parent Forum**

The school's Parent Forum was introduced in order to make it easier for parents to raise questions and make suggestions about the school. Our parent forum aims to represent the views of all parents and to be a voice to inform our school of the needs of children and families. Each half term, the parent reps from each class meet with the headteacher to raise questions, suggestions and concerns. The headteacher may also consult parents on future plans for the school. The forum facilitates communication between parents/carers and staff and governors, offer a parent's perspective on current policy and practice and input into decision making and planning for future provision.

### What are the main aims of the Parent Forum?

- To enhance communication between parents/carers and the school
- To help the school find out what parents think about important issues
- To support and promote children's learning

### Who will attend the meetings?

The Parent Forum's membership is made up of the two representatives from each year group, the headteacher and members of the school's senior leadership team as appropriate.

### How can I raise something for discussion at the forum?

- By emailing your class rep before the meeting
- By sending a letter to the school, marked 'Parent Forum' placed in the letterbox in the door on Bury Walk
- By writing your query and posting it in a Parent Forum box available at coffee mornings

### How will I find out what was discussed?

The questions and suggestions raised at the meeting, along with the school's response and any actions taken will be recorded in the school's newsletter, and uploaded on the school website.

### What sort of things might be raised at the forum?

The forum will be a valuable way to share ideas, views, concerns and make suggestions for improvement. Possible topics might include after school clubs, school routines, school lunches, school events, fundraising, school uniform and general curriculum questions.

### What sort of things should not be raised at the forum?

The forum is not in place to address specific concerns about an individual child or issues relating to individual members of staff. Parents who need to discuss these issues should approach their class teacher or the Deputy/Headteacher. The school's complaints policy can be found on the website.