

Communication with Parents

At Castlefields Primary School we realise the great importance of good communication between school and parents and therefore have many different ways of communicating to parents:

- **A weekly newsletter** which celebrates past news and give prior notice of forthcoming events. This goes home to families, is sent to governors and is also posted on the website on a Friday afternoon.
- A school to parents, **text-messaging service** through which we send reminders and last minute information. We will always try to use this in emergency situations e.g. if the school had to close at short notice. We would also post this information on the website, providing we had access to computers.
- Other **letters to parents** when necessary which include forms to fill in for permission, medical issues and emergency contact numbers.
- **Termly newsletters** from class-teachers telling parents about different aspects of learning for their class
- **Information evenings** for parents e.g. for parents of children starting nursery and reception, a Maths information evening and SATs information evenings.
- **Homework** that goes back and to weekly in KS2.
- **Written annual reports** - at the end of the academic year parents receive a written report about their child's progress.
- **Parents' Evenings** during the Autumn and Spring Term when parents book appointments to come and speak to their child's teacher.
- An **open door policy** when parents can call in with minor concerns and if the teacher is available and not teaching, they will see them immediately. The Head-teacher will also see parents who pop in if she is available and if not they can make an appointment to see her.
- We do also encourage the **children to take messages** back and to from school to home and vice versa. Even though we live in an age of technology we do not want to take away the children's independence and sense of responsibility. Please encourage the children to find out the correct information and take written messages back and to promptly.