**Communication guidance for parents and carers**

Communication between parents/carers and school staff is extremely important. We would like communication in school to be a 2-way process with parents and carers. Parents, carers and school staff should share their knowledge, information and advice in a mutually respectful way.

Communication can take many different forms. Below is a list of the methods we use in Park Lane to communicate with parents and carers:

Telephone.

Text.

Email.

Letters.

Home school Book

Messages via School website

School Website.

Facebook.

Newsletters - termly published on the website.

Medical communication from the school nurse.

The school website contains a considerable amount of information about the life and working of the school. It includes information from your child’s class teacher on what they will be learning over the term.

If you do not have a website log in please contact the school office.

Parents and Carers can expect

Regular written communication from the class teacher, either via home school book and/or email. (Please let your child’ class teacher know which is your preference).

Regular postings of your child’s class on Facebook, if permission has been given.

Posts on the school website sharing whole school events.

Termly whole school newsletter.

In addition:

 your child’s class teacher will telephone you if they need to discuss something with you, for example if your child has had an accident.

The school nurse will telephone parents/carers if your child is unwell or if she needs medical information.

The head teacher will send messages and letters about whole school or individual class matters.

There are formal opportunities to meet with your son/daughter’s class teacher through Annual Review Meetings and Parents Evening.

Please could Parents and Carers:

Report your child’s absence due to illness as early as possible on the first day of absence. This is for our registers and to ensure absences are authorised.

Notify your child’s class teacher in advance of any appointments that your child may have.

Request authorised absence for your child due to family events or holidays in advance.

Share any relevant information that may affect your child in school, eg health matter

Respond to class requests relating to sending in of items your child needs in school, for example continence products.

If you have any suggestions on how communications between home and school could be improved please do contact the Head Teacher.

Please do contact the Head Teacher if you have any questions, concerns or positive comments about your child’s education and/or care in Park Lane School.

Emma Shaw

Headteacher