



Communication Policy 2024/25



in



Cardiff Local Authority and Schools working in partnership

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Bronze Award

Bronze Award

2023-2025



Organisation	The Saints Federation
Title	Communication Policy
Author	Head Teacher
Owner	Head Teacher and Governing Body
Protective Marking	NOT PROTECTIVELY MARKED
Review date	Every three years

Revision History

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Revision Date	Revision	Previous Version	Description of Revision
Jan 2021	N/A	Oct 2018	Policy created and signed off
April 2025	Updated	Jan 2021	Includes The Saints Federation, previously St David's.

Signed by Chair of Governors on behalf of the Governing Body

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Signed by the Headteacher:

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Date approved: (by full Governing Body)

Date of review:

ited Nations Convention on the Rights of the Child (CRC) is at the heart of our school's planning, policies, practice and ethos. As a rights respecting school we not only teach about children's rights but also model rights and respect in all relationships. This policy is linked to:

3: Everyone who works with children should always do what's best for each child;

28: You have the right to learn and go to school;

Our School Aims

At The Saints Federation, we believe that good communication between school and home is essential. Children achieve more when schools and parents/carers work together. Parents/carers can help more if they know what the school is trying to achieve and what they can do to support. At The Saints Federation 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 play in supporting the school to educate their children.

Principles

Communicating with stakeholders, particularly parents/carers, is a core part of what we do, not an afterthought. We will always try to share as much information as possible about any issue. If we cannot share information we will explain why. We will endeavour to work as transparently as possible by offering clear explanations for major decisions. We will communicate in a timely fashion and try to avoid parents receiving information about the school from other sources first. We will communicate in a voice which is courteous, jargon free and warm. Where information relating to the school is available in the public domain, we will direct people to it. We acknowledge that some information is of a confidential nature and will always respect that confidentiality. We will do our best to communicate with all school stakeholders.

Strategies

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 school.

Talking with staff

Class Teachers are always available for a 'quick word' at the start or end of the day; however, if you need to talk with the class teacher in more detail, please make an appointment for a telephone conversation or a meeting in person, as talking at length in the playground before or after school is difficult for the teacher and the children and can pose a health and safety risk. Staff keep notes of these interactions in their class communication book as a record for reference.

A member of the Leadership Team aims to be in the playground or school entrance at the end of the day. Many parental queries and concerns can be dealt with at this time. It is also possible to make appointments through the school office.

Meetings

There are a number of meetings throughout the year which provide opportunities to discuss current developments in the school:

- We hold a meeting for new parents/carers each July, and a 'meet the teacher' meeting with staff at the start of the academic year.
- Home Visits - The Nursery team (St. David's Only) make visits in the summer term to local nurseries and pre-schools to share information with, and to complete, on-entry records which contain information about the child.
- Transition meetings – We hold internal transition meetings for children moving between year groups.
- Transition meetings are held with local secondary schools as Year 6 pupils prepare to transfer to Key Stage 3.
- Residential Trips – Where a residential trip is taking place, the trip leaders will organise a meeting for parents in advance to provide detailed information about all aspects of the trip.
- Open Evening - current parents/carers are invited to review their child/ren's progress with their class teacher twice a year; once in the autumn term and the other in the spring term.

Schoop and Parent Mail

Schoop is the main form of daily communication for St David's and Parent Mail is the main form of communication for All Saints.

Schoop has a unique approach where information is one-way and non-sensitive. This means that anyone with an interest in the school can easily connect and receive alerts, newsletters and engagement articles, an interactive calendar, and forms from the school. There is no registration required and all a subscriber needs is your unique Schoop ID, which is 17699 to connect with St David's.

Parent Mail is a messaging service for parents to interact with the school. On entry to the school, families will be notified by email with an invitation to join the platform. Parentmail can be received through email or the app notifications (if downloaded). The school can easily connect and receive alerts, newsletters and engagement articles and forms from the school.

Website

Our school websites are regularly updated with information about the schools, including up to date policies, current news about what is happening in school and news of any changes to routine. The school diary can also be found on the website and is regularly updated. Staff lists and responsibilities are also kept on the school website. Please follow the link here to both websites: <https://saintsfederationcardiff.net/>

E-Mail Communication

Parents are able to communicate with the class teachers through the class email accounts.

For St David's, the class email addresses are:-

nursery@stdavidsprm.cardiff.sch.uk

reception@stdavidsprm.cardiff.sch.uk

year1@stdavidsprm.cardiff.sch.uk

year2@stdavidsprm.cardiff.sch.uk

year3@stdavidsprm.cardiff.sch.uk

year4@stdavidsprm.cardiff.sch.uk

year5@stdavidsprm.cardiff.sch.uk

year6@stdavidsprm.cardiff.sch.uk

For All Saints, parents are able to communicate with the class teachers through Google Classrooms.

Twitter

Both schools regularly share and celebrate what classes have been doing through our school Twitter pages. Please follow us on @StDavidsCiWPrm and @All_SaintsPri

Parents Evenings and School Reports

Parents/Carers are expected to show an interest in the school's teaching methods and in their child's progress by attending 'Parents' Evenings' and reading their child's reports. We encourage parents to contact the school at any time if any issues arise regarding their child's progress or wellbeing, but we also provide two formal opportunities to meet on a one-to-one basis with the class teacher during the academic year. The first meeting takes place in the autumn term. The purpose of this meeting is to share how your child has settled into school and identify targets for development. Parents are then invited to meet with their child's teacher again during the spring term to review their child's progress towards the targets and again, updated targets are shared

with parents. Parents are able to look at their child's work during these meetings.

St David's:

In February parents will receive an electronic midyear report from your child's class teacher. These reports highlight areas of strength and areas that require further development. At the end of the summer term, children will receive an 'end of year' electronic report and parents/carers can subsequently arrange to meet with teachers if there are any concerns. We also give parents/carers of children in Years 2 - 6, the details of their performance in the national tests, and details of national comparative performance.

All Saints:

All Saints share a digital learning journey with families in December, April and July. These progress updates share the pupil's progress and ways forward with targets for the next term. At the end of the summer term, children will receive their end of year electronic report and parents/carers can subsequently arrange to meet with teachers if there are any concerns. We also give parents/carers of children in Years 2 - 6, the details of their performance in the national tests, and details of national comparative performance.

School Prospectus

Our school prospectus' contain a range of information providing new and prospective parents/carers a full picture of the provision we offer at both schools. These documents are updated annually and are available on the school website. A hard copy is also available in the school office.

Public Access Documents

Both schools make available a range of documentation for parents/carers. We keep a master set in the school office and we make this available on request. It contains copies of all school curriculum policies, minutes of Governing Body meetings and copies of policies that the Governing Body are required to have in relation to charging and remissions, sex education, health and safety, curriculum, performance management, admissions and action planning following inspection. It also contains a range of national and Local Authority documentation. A copying charge may be levied where requests for printed materials are made.

Conclusion

Good communication is vital to a home-school partnership. The raising of standards cannot be achieved without such a partnership as 'only by working together can we achieve our aims'.