



Dear Parent,

Thank you for the positive response from our recent consultation on how we communicate with parents/carers and our school community. We had 105 returns out of 242 families so 43% of families were represented in the return.

A working party from our Board of Governors has had a number of meetings to consider your responses and to formulate an action plan to improve further our current systems.

Below is a brief summary of what we intend to action as a result of your responses:

Electronic communication:

<u>Action</u>	<u>Why?</u>
We will put an annual calendar of known events on our website by the end of the summer term for the next academic year, use the calendar tab.	To enable you to plan ahead/book time off work, for key events such as performances/sports days/parents meetings.
We have listened to what you say about payments and are purchasing 'Parent Pay' - an electronic form of payment . We will let you know as soon as this is in place.	This will enable you to pay 'on line' for things like dinner money and visits. Cash/cheques will still be accepted in the office.
We will look again at our website to see if 'how to find information' can be any clearer than it is currently.	Some of you said you found difficulty finding relevant information. A quarter of you said you didn't use the class pages of the website. This is where all the information relating to your child is posted e.g. class timetable, expectation of knowledge/skills, how you can help your child at home.
We will remind you of relevant events whenever possible.	We will continue to remind you of events via text. Our system does not allow us to copy in a second parent so please assume only you have the reminder if it arrives to you and forward it to the relevant parent/carer as necessary.
We will investigate the viability of communicating by email.	We will investigate this further but to make this viable the large majority of the school would need to agree to email communication. We would of course protect your email address.

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Written communication:

<u>Action</u>	<u>Why?</u>
We will text you when a letter about an after school club has gone to your child's class.	A number of parents with junior children were not receiving these and consequently children were missing opportunities.
From September we will trial putting key letters on the school website to see how viable/manageable this is for our office staff.	A number of parents have asked for this.
We will put your child's multiplication tables record and a copy of the age expected milestones for literacy and maths in their homework books from September.	A number of you said you would support the learning of multiplication tables but didn't know which ones they were struggling on. A number of you said you were still unsure of what is expected from the year group in which your child was with regards to age appropriate knowledge and skills.

Face to Face communication:

<u>Action</u>	<u>Why?</u>
The office staff are available every day for messages for the class teacher either by phone or in person if you don't catch the teacher first thing on the playground (email is picked up daily but not necessarily first thing of a morning). Class teachers are generally available before school on a Tue/Thurs and Fri from 8.15 - 8.35 for appointments. After school meetings can also be arranged on a Mon/Tue/Wed/Friday. The office staff can arrange a meeting for you if needed.	Some of you said you didn't know how to give a message to class teachers/make an appointment with them.
We will trial parent consultation evenings next year at the end of October and at the end of March.	Some of you said the May consultation meeting was very late in order to help your child achieve age expected knowledge/skills.
We will alter the days each term for the termly parent meeting in the hall 8.45am. We will ensure that all 3 dates relevant to each child you have are notified on the annual calendar put on the website July 2015 for the following academic year.	50% of those of you who responded to the consultation were unable to attend the termly parent meeting in the hall at 8.45am due to work. Some of you said if we altered the day each term you might be able to make it, others said more flexible with more notice given.

THANKYOU

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