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East Dunbartonshire Council

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Craigdhu Primary School
Promoting Effective Communication across our
School
2021/2022



Working together to develop confident learners for a bright future

Ready to Participate, Ready to Learn, Ready to Lead

#ENDEAVOUR

Rationale

Craigdhu Primary School has agreed a communications policy to ensure that communication between home and school is clear, effective and timeous. All communication will reflect our school vision and values. The school receives, creates and responds to a significant amount of communication on a daily basis. It is important for parents/carers and the school to have shared expectations and understanding about communication. This policy has been created in partnership with the Parent Council.

Policy Aims

This policy will:

Ensure that all communication between home and school reflects our school values of
**EXCELLENCE ..NURTURE ..DETERMINATION ..ENCOURAGEMENT ..ASPIRE ..VALUED
..OPEN ..UNITED ..RESPECTFUL**

- Promote open, two-way communication between home and school.
- Balance the expectations of parents/carers for frequent, useful and relevant communication with the needs and capacity of the school.
- Define roles and responsibilities.
- Ensure that home/school communication is inclusive and supports all parents/carers to participate.
- Ensure compliance with other EDC policies which link to home/school communication.

Roles and responsibilities

Head Teacher

The Head Teacher has overall responsibility for monitoring and reviewing the school's communications policy, in partnership with staff and parents/carers.

Senior Leadership Team

All year groups are linked to a member of the senior leadership team as follows:

P1 to P3	Mrs Matthews (PT) Mrs Ryman (DHT)
P5 to P7	Mrs Crossey (PT) Mrs Davidson (HT)

At Craigdhu Primary, we are committed to promoting effective communication with our whole community to celebrate the successes of our pupils, families and staff and to ensure key events and information is shared timeously.

This guidance provides an overview of how we communicate with parents / carers across the school year through the use of:

1. Newsletters
2. Groupcall
3. Social Media
4. Reporting
 - SeeSaw
 - Target Setting
 - Parent Consultations

This guidance also details how parent and carers can contact the school. As a school, we value the views of our parent/carers, staff and pupils to support our self-evaluation processes to drive forward improvement in our school. This guidance details how we gather the views of our stakeholders.

Contacting the School

Our school admin staff are available between 8.30am and 4pm each day. Mrs Buchan works Mon-Fri 8.45am-4.30pm (3.15pm Friday), Mrs Bache Tues-Thurs 8.30am-3.15pm and Mrs Conlin Monday 8.30am-4.30pm and Friday 8.30am-3.30pm

Our school phone number is 0141 955 2237.

All parents should contact the school office via phone, in the first instance. It is helpful if you can share the nature of your query with our admin staff as they will be able to prioritise queries, response time and the member of staff best placed to deal with the matter. If your query is of a confidential nature, please advise the admin staff and SLT will respond as a matter of urgency. All other enquiries will be responded to as quickly as possible.

Email enquiries can be made to office@craigdhu.e-dunbarton.sch.uk. However, busy school offices means that our admin staff will check email periodically throughout the school day.

Contacting the school to report an absence

All pupil absences must be reported by phone call before 9.30am on the day of the absence. If the Office staff have had no contact by 9.30am, they will make contact with families to confirm an absence.

Groupcall

Group call texting/email is used to share information with parents for a variety of reasons. For example:

1. Reminder of upcoming events e.g. school discos, fund raisers
2. Reminder of deadlines to return information to the school e.g. consent forms, surveys and questionnaires

Please note that Groupcall messages **do not** have a reply facility. Please do not try to reply to these messages as they do not come to the school office. Any queries should be made via the school office email or by telephone.

Groupcall Headings: Important-should be read as soon as possible eg Covid Information, **Needs Actioned** eg forms to be completed will be in school bags, **Information** eg Active Schools after school club information.

Head Teacher Newsletter

The Head Teacher's shares newsletters with all families each month via Microsoft Sway. These provide information and reminders about the following:

1. Our Vision, Values and Aims and the activities children have been involved in to promote these
2. Dates of upcoming events e.g. school discos, celebration weeks, fund raising events
3. Celebrate the successes of pupils and the school
4. Parent Council and Parent Teacher Association Update

Head Teacher newsletters are shared with parents via a Sway link in Groupcall.

Class Teacher Newsletters

Each Class Teacher shares a newsletter 5 times per session as outlined in the table below. Class newsletters cover the following:

1. Key learning in Numeracy, Literacy and Health and wellbeing
2. Timetable reminders e.g. PE, Outdoor Learning, Playground
4. Key Diary dates e.g. Class assemblies, parents' nights

Class newsletters are shared with parents via SeeSaw.

Outdoor Learning Newsletter

Our Outdoor Learning Champion, Mrs Duffy, shares a newsletter 5 times a session celebrating all the fantastic learning, including:

- the learning taking place outdoors with each class
- Key diary dates

Outdoor Learning newsletters are shared with parent/carers via SeeSaw.

The table below details the dates Class and Outdoor Learning Newsletters are sent home.

Class and Outdoor Learning Newsletters				
30 th August 2021	1 st November 2021	17 th January 2022	28 th February 2022	3 rd May 2022



Social Media - Twitter

@CraigdhuPrimary

Our Senior Leadership Team use Twitter to promote school events, share information with families and celebrate the successes of our pupils. Mrs Duffy also uses Twitter to share our wonderful outdoor learning experiences.

Reporting

Reporting to parents/carers on our pupils' learning takes many forms including sharing work via newsletters, social media, digital platforms, parental calendar and parent consultation.

In Craigdhu Primary we use the digital platform to enhance our reporting to parents.

This session we hope to return to face to face parent interviews. In the interim we have arranged parent/teacher phone calls and a written report as highlighted in the parental calendar.

SeeSaw

SeeSaw for Schools is a digital app-based platform that allows pupils, teachers and parents/carers to complete and share classroom work.

We use SeeSaw from Primary 1 to Primary 7 to share pupil work. Once a month class teachers will share a piece of work for each child in Literacy, Numeracy, Health and wellbeing and one other curricular area. The children will also share their learning targets.

"Ask me about" Ask me about is a prompt for parents to engage their child/children in a conversation about their learning that day/week. This will be communicated by teachers via SeeSaw. For example, "Ask me about Picasso. We've been learning about this artist in class this week." Or "Ask me about similes. We've been using them in our writing this week."

SeeSaw should not be used for general queries and information about pupil work, please contact the office in the first instance.

The table below is a **guide** as to what is shared with parents/carers on SeeSaw each month.

Month	
Month	Shared on SeeSaw
Term 1	
August	Welcome information including: <ul style="list-style-type: none">• Timetables e.g. PE days, words, pitch etc
September	Tour of the Class Class Charters Class Newsletter Pupil work shared in Literacy, Numeracy, HWB and one other curricular area. Ask me abouts on the following dates:

	3 rd September	10 th September	17 th September	23 rd September
	Pupil work shared in Literacy, Numeracy, HWB and one other curricular area.			
October	Ask me abouts on the following dates:			
	1 st October	7 th October	22 nd October	29 th October
	Pupil work shared in Literacy, Numeracy, HWB and one other curricular area.			
November	Ask me about on the following dates:			
	5 th November	12 th November	19 th November	26 th November
	Pupil work shared in Literacy, Numeracy, HWB and one other curricular area.			
	November Class Newsletter			
December	Ask me about on the following dates:			
	3 rd December	10 th December	17 th December	
	Pupil work shared in Literacy, Numeracy, HWB and on other curricular area			
Term 2				
January	Ask me about on the following dates:			
	7 th January	14 th January	21 st January	28 th January
	Pupil work shared in Literacy, Numeracy, HWB and one other curricular area.			
	January Class Newsletter			
February	Ask me about on the following dates:			
	4 th February	11 th February	18 th February	25 th February
	Pupil work shared in Literacy, Numeracy, HWB and one other curricular area.			
March	Ask me about on the following dates:			
	4 th March	11 th March	18 th March	25 th March
	Pupil work shared in Literacy, Numeracy, HWB and one other curricular area.			
Term 3				
April	Ask me about on the following dates:			
	1 st April	22 nd April	29 th April	
	Pupil work shared in Literacy, Numeracy, HWB and one other curricular area.			
May	Ask me about on the following dates:			
	6 th May	13 th May	20 th May	26 th May
	Pupil work shared in Literacy, Numeracy, HWB and one other curricular area.			
June	Ask me about on the following dates:			
	4 th June	11 th June	18 th June	
	Pupil work shared in Literacy, Numeracy, HWB and one other curricular area.			

Parent Consultations

Parental consultation will be on a termly basis and will be a questionnaire via Microsoft Forms, the link for which will be shared by Groupcall. It will cover a range of areas, curriculum, learning and teaching, communication, health and wellbeing and new initiatives. This will inform planning, policy and self-evaluation across the session. Feedback will be shared with the school community.

Parental questionnaire dates			
23 rd September 2021	10 th December 2021	18 th March 2022	10 th June 2022

