

# School Communication and Reporting Policy

We are a Restorative School. We believe good relationships, caring for each other, mutual respect and a sense of belonging are the key to successful teaching and learning. Effective communication is at the heart of a restorative school and we all have a role to play.

This policy will assist all stakeholders in communicating effectively and efficiently to support our learners. It also details the channels staff utilise to consistently report on pupil progress as part of an effective communication strategy.

- **Official Communication options for parents and staff** includes; face to face meetings, telephone calls, [emails](#) (parents include child's class teacher name in the subject) or letters. Staff are available for quick conversations before and after school regarding minor issues. Should you have an issue that you wish to discuss please communicate directly with your child's class teacher, if you are not satisfied you may then request a conversation with the Head Teacher.
- A **Newsletter** is distributed to parents and staff via e-mail on the last Friday of each month, with the aim of keeping everyone up to date with events, and issuing requests for help with activities, trips and fundraising. Any parental permission slips can be returned to the school office either via [email](#) or as a paper copy. The Newsletter is also accessible via the [school website](#).
- **Class Dojo** is used to report on whole class learning, whole school events or learning experiences. Class teachers will update their class stories and the school story on a weekly basis. Positive behaviour is also supported via the use of Dojo points, which can be awarded by any member staff to any pupil. They are awarded for a variety of reasons to ensure positive feedback is reinforced every day throughout the school. We encourage parents to discuss points and blog posts with their child to enable conversations about learning. Dojo points are collated and go towards the award of the house trophy at the end of the session. If your child takes part in a [restorative conversation](#) and their actions have negatively impacted on others, they will be issued with a zero value dojo point. All zero value dojo points are accompanied by a staff comment to ensure pupils are able to discuss their next steps at home with parental support. A parental response to zero dojo points is welcome and encouraged. A behaviour support meeting between the class teacher and parents/carers will take place if a child receives four 0 dojo points in an academic year. Parents and staff are welcome to use the chat aspect of the dojo app to communicate directly with each other. Examples may include; clarifying homework, reminders about PE kit, some family news, lost items or clarification about a small concern etc. Please do not use the chat aspect of the app to inform us of appointments or other sensitive or urgent information, in these circumstances please revert to the Official Communication options above.
- **Benchmark Jotter** is sent home twice annually and displays a range of pupil work that has been assessed against a curricular benchmark statements.
- **Formal Parent Interviews** take place in Term 3 (January-March) to report on pupil progress and identify next steps for the remainder of the academic year. In addition to this meeting, new families will be offered a settling in meeting within 4 weeks of a pupil starting school.
- **Formal Reports** – 2 Simple Reports are emailed to families at the end of Term 2 and then again at the end of Term 4. This report contains evidence and teacher comments about milestones achieved by individual pupils and identifies next steps in their learning that link directly to the benchmark jotters. A formal written report is distributed in May which details your child's curricular levels in core subjects.

- **Text Messages** are used to inform families when a response is not required or as a backup option in the event that something needs to be communicated promptly or as a reminder.
- **School Closures or changes to the school day** – are communicated via Aberdeenshire Authorities School Closures page. To receive alerts and updates regarding closures please register [here](#).