**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.
* **SeeSaw** is used to report on whole class learning, whole school events or learning experiences, either through the Dunecht Diary feed (whole school), or through your child’s individual feed. Both students and staff can post to these feeds.

Class Teachers are responsible for setting appropriate preview tasks for Home Learning, tasks are set through Seesaw and should:

* Give parents/carers at least 3 days’ notice.
* Focus on literacy, numeracy and wider achievements out with school
* Promote discussion between the pupil and their parents/carers.
* Encourage parents/carers to share their view with the pupil to increase awareness or knowledge about a subject area which enhances the level of discussion and learning that takes place in class.

If your child takes part in a restorative conversation because their actions have negatively impacted others, they will be issued with a communication home to ensure pupils are able to discuss their next steps at home with parental support. A behaviour support meeting between the class teacher and parents/carers will take place if required.

Parents and staff are welcome to use the private message aspect of the SeeSaw 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 private message 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.

* **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.
* **Open Evenings** take place termly, offering parents the opportunity to engage in their child’s learning and whole school initiatives.
* **Formal Reports –** A formal written report is distributed in May which details your child’s attainment in core subject areas and personal qualities.
* **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](https://online.aberdeenshire.gov.uk/Apps/schools-closures/).