

Dunecht 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](#), letters or text messages. Staff can also be available for quick conversations after school.
 - Appointments, absences, changes to collection arrangements etc, should always be communicated to the school office.
 - Learning or wellbeing concerns regarding your child should be communicated directly with class teachers:
 - Should you have an issue that you wish to discuss please communicate directly with your child's class teacher.
 - Class teacher responses via email will always cc the Head Teacher.
 - The Head Teacher is also contactable should you deem your teacher communication inconclusive.
 - Issues that fail to be clarified or resolved by school staff will be forwarded to the relevant persons by the Head Teacher.
- **Conflict Resolution** – Children will take part in a restorative conversation if they have been involved in an incident that has negatively affected others or themselves. Any outcomes and decisions regarding what is communicated home is dependent on the incident. Staff may opt to retain the information in school for low level incidents, however staff must consult the [Positive Behaviour Flow Chart](#) to ensure relevant incidents are communicated appropriately.
- 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. These will be communicated through the class feeds and whole school feed, and aim to link school learning with home.

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

- Give parents/carers at least 2 days' notice.
- Focus on literacy and numeracy
- 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.
- **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](#).