



School / Parents & Carers Communication Charter

May 2017

We recognise that good communication between parents / carers and the school is the key to a successful working relationship. The aim of this agreement is make clear the roles and responsibilities of both the School and parents / carers to promote a positive and supportive partnership and actively encourage the children's learning, progress and development.

Fielding Primary School agree to:

Whole school information

- Produce a Calendar of Events at the start of the school year on the school website and try to avoid any changes to events once they are published.
- Clearly notify parents / carers of any changes to the Calendar of Events in advance of the event.
- Produce an online newsletter of updates about whole school information on a regular weekly basis via Latest News on the school website and Weekly Bulletin sent by email. Access to the internet for parents is available from the entrance foyer and main hall foyer areas.
- Give regular updates on specific information relating to each year group, including letters and home learning, via the Year Group Noticeboards on the school website.
- Provide a link to the school website via the Primary Site App.
- Aim to notify parents / carers of dates of school events in good time in advance of the event via Latest News or Year Group Noticeboards.
- Use Twitter and Facebook to send links to latest news articles and live updates about school events, such as return times for school trips, music events, and scores from sports events.

Educational progress and curriculum events

- Notify parents / carers of the dates of parent consultation meetings at the start of the school year giving advance notice of when individual meetings with teachers can be booked.
- Provide pupil assessment information once a term and in advance of parent consultation meetings.
- Notify parents / carers at least one week in advance of curriculum events.

- Your child's class teacher is available at the start or end of most school days for a brief informal chat about individual needs. For a more formal discussion regarding specific issues or concerns, please email: admin@fielding.ealing.sch.uk to request an appointment with your class teacher.

Parents / carers are expected to:

- Check the Calendar of Events at the start of the school year, and periodically throughout the year, so they are aware of upcoming events.
- Check Latest News and the Year Group Noticeboards on a weekly basis, to remain up to date on school events.
- Attend meetings with teachers and other staff as appropriate.
- Communicate with the class teacher effectively to support their child's learning and progress.
- Notify the school of any issues or concerns which may affect their child's wellbeing or learning as soon as possible.
- Respond promptly to requests from the school for information regarding their child.