



## **COMMUNICATION WITH PARENTS, STAFF AND GOVERNORS (Provision of Information)**

### **Communication**

Newsletters for both the main school (The Alpha News) and the Nursery (Alphabet News) are sent home regularly. During the pandemic, letters and correspondence has been sent out as required. No letter may be issued to parents without the authorisation of the Headmaster.

A member of the Leadership Team is regularly on duty in the playground before or after school. This allows for an effective and efficient system of informal communication.

The homework diaries are checked regularly by class teachers and Deputy Head. The diaries act as a two-way system of communication and allow parents to be aware of matters such as conduct merits and incident comments. The Nursery children have their own link books for two-way communication with parents.

We hold Parents' Evenings for all classes in the Michaelmas and Lent terms and end of term report cards are also issued in the Michaelmas and Lent Terms. Comprehensive written reports are issued for all children in the Summer Term and parents may make an appointment to discuss the report with the Headmaster or Class Teacher if they wish.

The EYFS Department complete the EYFS Profile.

Parents of nursery children are welcome to discuss their child's development and the nursery home link book also facilitates two-way communication. 'Learning Journeys' are completed and shared with parents throughout the year. There are parent consultation meetings in the Michaelmas and Lent terms. A full report is produced for parents in the Summer Term and parents are offered an opportunity to discuss this with nursery staff. A copy of the report is sent to the child's destination primary school.

Parents may make an appointment outside of the normal scheduled meetings by contacting the office or writing a note in the diary.

There are noticeboards near both gates which contain information about sports teams, Open Days at senior schools, forthcoming events etc.

Our new school website was launched in January 2020. It is updated on a regular basis.

Parents may view specific information about their child, such as their attendance and school reports, via the Parent Portal.

The school has a texting system which allows us to notify parents quickly if school will be closed due to bad weather and to send timely reminders or news at short notice.

The Company Report is issued in January and the school's AGM takes place soon after publication of the Company Report. Parents are encouraged to become members of the company and are invited to attend the AGM so that they can vote on the issues discussed, and put questions on policy and finance to the Board. Any parent who cannot attend is invited to write to the Headmaster or Chairman of the Board of Governors if they would like a particular issue to be discussed at the meeting.

## **Meetings**

There is a staff meeting every Monday after school. One of the items discussed each week is whether any pupils have given cause for concern. If necessary, the class teacher or a member of the Leadership Team will telephone the parents or arrange a meeting to discuss the issue. In this way, we hope to 'nip problems in the bud' and prevent any escalation. We also discuss any health and safety issues arising. These may be for the entire staff or for various sub-groups (committees, departments etc). The meetings will normally focus on a particular topic or issue.

The Leadership Team meets weekly. No formal minutes are posted of this meeting, as some of the topics covered are sensitive in nature.

There is a staff meeting and an INSET day before the start of every term.

We have a:

Health and Safety Committee: (Mr Fahy (Headmaster), Mr McAllister (Maintenance Manager), Miss Trott (Deputy Head) and Mrs Ryan (Lead Nursery Practitioner))

Welfare Committee: (Mr Fahy (Headmaster), Miss Trott (Deputy Head), Mrs Lehane (Assistant Head Equality and Diversity), Mrs Vallabh (Head of Social, Emotional and Mental Health SEMH) and Mrs Ryan (Lead Nursery Practitioner))

Buildings Committee: (Mr Fahy (Headmaster), Miss Trott (Deputy Head) and Mr McAllister (Maintenance Manager)).

Each of the above committees meets at least once per term, but sometimes more often, and occasionally in response to events.

## **Governors**

The minimum amount of Board of Governors meetings at Alpha is three per academic year (one meeting per term). However, the aim of the Board of Governors of Alpha is to meet each half term, although this may not always be possible. Communication from the Headmaster to the Chair of Governors occurs on a regular basis.