



COMMUNICATION AT ST MICHAEL'S CHURCH SCHOOL

AT ST MICHAEL'S WE ARE FIRMLY COMMITTED TO THE VIEW THAT A CLOSE WORKING RELATIONSHIP BETWEEN SCHOOL AND HOME WILL BENEFIT EVERY CHILD'S EDUCATION. SCHOOL AND PARENTS/CARERS ARE THE TWO MAIN EDUCATORS THAT CHILDREN HAVE IN THEIR LIVES- THEREFORE BOTH HAVE EQUAL ROLES TO PLAY IN A CHILD'S ENGAGEMENT AND ACHIEVEMENT IN SCHOOL AND THE IMPACT IS GREATER WHEN WE WORK IN PARTNERSHIP.

THE AIM OF THIS AGREEMENT IS TO MAKE CLEAR THE ROLES AND RESPONSIBILITIES OF BOTH SCHOOL AND HOME TO PROMOTE A POSITIVE AND SUPPORTIVE PARTNERSHIP, ACTIVELY ENCOURAGING CHILDREN'S LEARNING, PROGRESS, DEVELOPMENT AND SUCCESS.

THEREFORE, SCHOOL WILL:

WHOLE SCHOOL INFORMATION:

- SHARE IN ADVANCE, A CALENDAR OF EVENTS AHEAD OF TIME, VIA THE WEBSITE AND WEEKLY NEWSLETTERS
- AIM TO AVOID CHANGING ANY PREPLANNED EVENTS, WHERE POSSIBLE.
- CLEARLY NOTIFY PARENTS AND CARERS TO ANY UNAVOIDABLE CHANGES TO PLANNED EVENTS.
- GIVE REGULAR UPDATES TO PARENTS REGARDING IN SCHOOL EVENTS, LEARNING AND CLASSROOM NEWS, VIA THE CLASS DOJO APP.

PUPIL EDUCATION AND WELFARE:

- PROVIDE AN OVERVIEW OF PUPIL PROGRESS AND ATTAINMENT AT PARENT CONSULTATIONS IN THE AUTUMN AND SPRING TERM, AND A WRITTEN REPORT IN THE SUMMER TERM.
- SCHOOL STAFF WILL CONTACT PARENTS SHOULD THEY BE CONCERNED REGARDING PUPIL WELFARE. THIS MAY BE VIA EMAIL, DOJO OR TELEPHONE. WE ASK THAT PARENTS GET BACK TO US AS SOON AS THEY CAN.
- CLASS TEACHERS ARE USUALLY AVAILABLE AT THE BEGINNING/END OF THE SCHOOL DAY AT THE DOOR FOR BRIEF DISCUSSIONS. FOR A MORE FORMAL DISCUSSION WITH YOUR CHILD'S CLASS TEACHER, PLEASE MESSAGE THE TEACHER VIA DOJO, OR EMAIL THE OFFICE TO ARRANGE A MUTUALLY CONVENIENT TIME TO MEET. WE AIM THAT ALL COMMUNICATIONS WILL BE RESPONDED TO WITHIN 48 HOURS OF STAFF WORKING DAYS.

THEREFORE, WE ASK THAT PARENTS WILL:

- SIGN UP TO: SCHOOL GRID, CLASS DOJO AND MAGIC BOOKINGS APPS (THESE ARE ALL FREE TO ACCESS AND DOWNLOAD).
- REPORT PUPIL ABSENCES TO THE SCHOOL OFFICE, FOLLOWING THE ABSENCE POLICY.
- KEEP CONTACT DETAILS UP TO DATE WITH THE SCHOOL OFFICE.
- REGULARLY CHECK CALENDAR DATES ON THE WEBSITE AND WEEKLY NEWSLETTER
- CHECK DOJO REGULARLY FOR CLASSROOM UPDATES
- ATTEND MEETINGS AS REQUESTED AT A MUTUALLY CONVENIENT TIME WITH SCHOOL STAFF AS APPROPRIATE.
- NOTIFY SCHOOL OF ANY CONCERNS/ISSUES WHICH MAY AFFECT YOUR CHILD'S WELLBEING AS SOON AS POSSIBLE, BY THE AGREED CHANNELS.



ClassDojo



SchoolGrid

magicbooking



COMMUNICATION CHANNELS

GENERAL ENQUIRIES

- REPORTING PUPIL ABSENCE
- MEDICAL
- MAGIC BOOKINGS/SCHOOL GRID ENQUIRIES
- APPOINTMENTS
- TRIPS AND VISITS ENQUIRIES
- ADMISSIONS

SCHOOL OFFICE

- MRS NUZZO
- MRS STANESBY
- MRS CRUDDACE
-

TEL: 01733306778

EMAIL: OFFICE@STM.ACT-ACADEMYTRUST.ORG

OFFICE OPENING HOURS: 8.40-3.30

WE AIM TO RESPOND TO ALL COMMUNICATION WITHIN 48 HRS OF STAFF WORKING DAYS.

INCLUSION ENQUIRY

- SPECIAL EDUCATIONAL NEEDS
- SIGN POSTING FAMILY SUPPORT
- MENTAL HEALTH AND WELLBEING

INCLUSION LEAD

MR OWEN

SENDCO@STM.ACT-ACADEMYTRUST.ORG

TEL: 01733306778

ENQUIRIES REGARDING YOUR CHILD

- CLASS QUERIES IE; PE DAYS
- FRIENDSHIP ISSUES
- CONCERNS AROUND ACADEMIC LEARNING
- INFORMING TEACHERS OF ANY AT HOME CHANGES

CLASS TEACHER(S)

- VIA A DOJO MESSAGE
- VIA AN EMAIL TO THE OFFICE
- VIA AN IN PERSON BRIEF DISCUSSION AT THE BEGINNING OF THE DAY
- ARRANGING A MEETING WITH THE CLASS TEACHER

WE AIM TO RESPOND TO ALL COMMUNICATION WITHIN 48 HRS OF STAFF WORKING DAYS.

PASTORAL ENQUIRY

- FAMILY PARTNERSHIP
- ACCESSING EXTERNAL SERVICES
- SEMH SMALL GROUP WORK

LIGHTHOUSE FAMILY PARTNERSHIP TEAM

MRS NEACY

LNEACY@STM.ACT-ACADEMYTRUST.ORG

MRS GARRATT

JGARRATT@STM.ACT-ACADEMYTRUST.ORG

TEL: 01733306778

SAFEGUARDING ENQUIRIES AND/OR CONCERNS

DESIGNATED SAFEGUARDING LEAD:

MRS DAULTON
HEADTEACHER

HEAD@STM.ACT-ACADEMYTRUST.ORG

DEPUTY DESIGNATED SAFEGUARDING LEAD

MISS RAWDING
DEPUTY HEADTEACHER

ARAWDING@STM.ACT-ACADEMYTRUST.ORG