

10. COMMUNICATION

Communication between parents/carers and the school play a key part in the development, both academic and personal, of each child as they progress through the school.

We continually review our current communication processes taking account of students, parent/carers and staff feedback, whilst also considering the formats available to communicate through, from one to one conversation to newsletters, from paper based to email and the internet.

It is important that should a parent/carer wish to contact their child during the school day that this is done via the reception area. **Direct contact to or from student mobile phones during the school day should not take place unless agreed with a member of staff in advance.**

Noted below are some of our current communication formats.

Calendar

The school maintains a calendar covering meetings, events, trips, visits and sports fixtures, assessment, exams and reports.

The full calendar and a summary of forthcoming key dates are available to view on the school's website. These are updated on a regular basis to take account of the changing requirements at the school.

Floyd Footnotes

This is the school's newsletter and is published three times per year, at the beginning of each term and is sent home to all parents/carers via students. An online copy is also available on the school's website.

Floyd Footnotes contains a range of articles covering everything from academic to sporting achievement, from reports on school trips to information on the Parents Society, plus as you would expect an update from the Headteacher and a reminder of key dates in the period ahead.

Letters

The majority of general communication is dealt with via email. We use a system called '*In Touch*' for general communication, and '*ParentMail*' for letters relating to trips, visits and other items where payment is involved.

Additionally we place copies of letters sent out on the school's website for you to read, and print off as required.

Certain information will not be sent by email:

- personal letters concerning your child will continue to be posted to you.
- the termly newsletter 'Floyd Footnotes' which will be sent home via your child.

To ensure you receive email it is essential that we have your correct email address at all times.

For those parents/carers who are not connected to the internet at home and/or at their place of work we will continue to send paper copies home via your child, however our experience to date is that this applies in relatively few cases.

Parents' Consultation Evenings

You will be given the opportunity to discuss your son/daughter's progress with his/her teachers at one Parents Consultation Evening per year, and additionally parents/carers of Year 7 and new Year 8 students will also be invited to school to during the first term.

Please see the Parents Consultation Evenings page in this pack for further details.

Reports

Each term parents/carers will receive feedback on their child's progress. This will take the form of Effort Codes highlighting attitude to learning and levels of progress. Details can be found in the Student Planner which each student is given at the start of the new academic year.

A full report is sent home during the Academic Year and parents/carers are invited to comment on this. Should you have queries or concerns at other times during the year please contact the school to make an appointment to discuss these with the appropriate teacher.

A reporting and assessment calendar is sent to parents/carers at the start of the academic year and is also available on the school's website.

Separated Parents

Separated parents are both entitled to information on their child from the school unless there is a Court Order to the contrary. We ask that you enter this information on the admission form (i.e. name, address, email address, telephone numbers of the separated parent).

If there is a Court Order in place please provide us with a copy - it will be treated in confidence and ensure we comply with its requirements.

VLE

The Virtual Learning Environment is a web based facility primarily for used by students and teachers.

Teaching departments use the VLE to place schemes of work, homework, resources, etc on for students to access. It is also utilised to place work for students on should the school need to close at anytime.

Website

The school's website is an important source of information for students, parents, carers, governors and staff as well as the general public.

The majority of general information such as noted in this pack, plus the calendar, recent letters home, Floyd Footnotes, the Parents Society etc. are to be found on the website.

The school's website also provides links into a range of other websites, such as the VLE (Virtual Learning Environment), Ofsted, etc.

The website can be found at:

<http://www.sirhenryfloyd.bucks.sch.uk>

On the website homepage you will also find links to the school's social media pages, e.g. Twitter.

Student Email

Every student is given a school email account. This enables staff to email all students regarding school events, trips, visits, exam timetables, etc. The daily Student Bulletin is also emailed to this email address.

This email address should be used by students who wish to contact staff and also for providing pre-arranged information, e.g. homework. Staff will not respond to students via other email addresses.

It is the responsibility of students to ensure that their email account is working by logging in and deleting any unneeded emails on a regular basis. If students have any problems they must see the IT team in school.