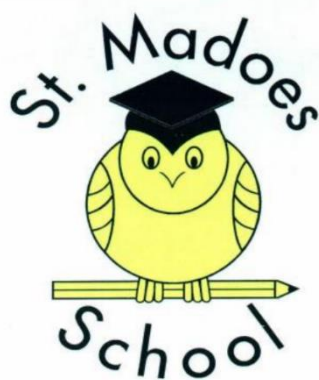


St. Madoes Primary  
and Nursery School

# Parental Communications Policy



## 1. INTRODUCTION AND RATIONALE

- 1.1 This policy seeks to define the means by which the school maintains good communications with parents and other stakeholders. It should provide an overview of what parents can expect of the school and, in turn, what the school will expect of parents.
- 1.2 This policy complies with relevant Perth and Kinross Council policy documents, including the [Customer Service Standards](#) (July 2010).
- 1.3 This policy reflects the school's 'TREE' values, and in particular its focus on the importance of communication with our community and cultivating trust, respect and engagement. It is an important principle that the views of all are listened to so that together we can build the best possible experience for our young people. This is **our** school.

## 2. PARENTAL COMMUNICATION WITH THE SCHOOL

### 2.1 Enquiries

- 2.1.1 Parents are welcome to raise matters with the school by visiting reception or by telephone 01738 459500. In many cases, including where a message has to be passed to a pupil, such enquiries can be dealt with directly by the school office staff. Where another member of staff is required to respond, the following will apply:

- **Non-urgent enquiries** - In such cases, a message can be left with the office staff who will forward it to the relevant member(s) of staff. In line with the Council's [Customer Service Standards](#), general correspondence (letters, emails and enquiries) will be responded to within **15 working days**. In many cases, however, particularly where there is a time factor, responses will be quicker.
- **Matters requiring an immediate response** - Where a matter is of such urgency that it requires an immediate response, it will be passed to the most appropriate member of staff who will usually be a member of the school's Senior Leadership Team. In most cases, the member of staff will be available to deal with such enquiries at the time of contact. If not, they will advise you when you will be contacted; usually the same day or within 24 hours.
- **Logging of enquiries** - All enquiries (in person, by telephone, in writing or via email) that require a member of staff to respond to a parent are logged centrally, with details of the time and nature of the enquiry and the member of staff to whom the enquiry has been passed. This allows the school to quality assure response times.
- **Enquiries by email** - All enquiries by email should be directed to the school's generic account: [st-madoes@pkc.gov.uk](mailto:st-madoes@pkc.gov.uk).

This will allow enquiries to be logged for the purpose of quality assurance and for them to be forwarded to the appropriate member of staff.

- 2.2 **Letters to the school** - Parents will often use letters to communicate relevant information, such as reason for absence, to a class teacher. In general, any letters requiring a response should, in the first instance, be addressed to the Headteacher.
- 2.3 **Social Media** – Parents should not use social media or personal/private messaging to contact members of staff.
- 2.4 **Parental complaints** - Should a parent wish to make a formal complaint about any aspect of the school, this should be addressed to the Headteacher. The school follows the [Perth and Kinross Complaints Procedure](#). Such complaints can be made by email, letter, telephone or in person.
- 2.5 **Subject Access Requests (SAR)** – The Data Protection Act 2018 protects individuals from possible misuse of their information, while giving them legal rights to gain access to the information held about them by an organisation or individual within it. If a parent wishes to access information about themselves or their child(ren) this should be submitted in writing to the Council’s Data Protection Team at: [DataProtection@pkc.gov.uk](mailto:DataProtection@pkc.gov.uk)
- 2.6 **Freedom of Information (FOI) Requests** – Members of the public have a legal right under the Freedom of Information (Scotland) Act 2002 to access information held by the Council. If you wish to request information from the Council, please contact the Council’s Freedom of Information Team at: [FOI@pkc.gov.uk](mailto:FOI@pkc.gov.uk)

### 3. THE ROLE OF PARENTS IN GOOD HOME-SCHOOL COMMUNICATIONS

- 3.1 Communication between the school and home is at its most effective where parents are clear of what is expected of them. The following are key ways in which parents can support the work of the school in terms of communication:
- 3.2 **Pupil Absence**
- 3.2.1 The school’s over-riding obligation is to ensure the safety of the young people entrusted to it, and it is of the highest importance that reasons for any pupil absences are established as a priority each morning. It is therefore essential that parents notify the school as early as possible by telephone where circumstances are likely to result in their child being absent from school.
- 3.2.2 Where no such notification has been received, parents will be telephoned asking for such information and a voicemail will be left if this is unanswered. Parents are requested to respond to such messages as a matter of urgency, as the school will continue to pursue absences until such time as it has established a reason for an absence. In the past, this has led to the unnecessary involvement of the police.
- 3.2.3 It is also very important that parents provide the school with absence notes, when appropriate, following medical absences.

### **3.3 Information Returns**

3.3.1 Throughout the session parents will be asked to make returns to the school by a stated deadline. These could be for a number of reasons, such as information data updates, confirmation of attendance of a pupil on a school trip or activity, feedback on reports etc. Whatever the reason, it considerably eases the administrative burden to the school when parents adhere to the deadlines provided.

### **3.4 Updating the School on Personal Matters**

3.4.1 All our pupils can be affected by things going on at home or in their personal lives and these in turn can have an impact on their learning. It is very helpful for the school to be made aware of anything that a young person may be experiencing away from school that could be having an impact on how they are feeling in school. This could be something such as a family bereavement or friendship difficulties. In these circumstances, please phone the school office and make an appointment to speak to the Class Teacher or one of the Senior Leadership Team who will be happy to meet with you and discuss the situation and how we can work together to support your child.

### **3.5 Updating the School in the Event of Change of Contact Details**

3.5.1 It is very important that the school has current contact details for parents and other relatives. Parents are requested always to notify the school of such changes, both to their own contact details and those of relatives. This can be a particular problem for the school when it comes to mobile phone numbers as it is vital we can contact you in case of any emergency. Please notify the school office at your earliest convenience of any changes on 01738 459500.

### **3.6 Use of Social Media**

3.6.1 Consideration should be given regarding the nature of comments made about members of staff on social media platforms. Where a parent has a concern or complaint this should be raised with the school directly so this can be addressed through the complaints procedure (see 2.4 above).

## **4. COMMUNICATION BETWEEN THE SCHOOL AND PARENTS/CARERS**

### **4.1 The School Handbook**

4.1.1 A school handbook is made available to all parents through the school website and is updated by December of each year. This handbook meets the requirements of the Education (School and Placing Information) (Scotland) Regulations 2012 and its purposes include:

- providing a welcome for new parents to the school;
- helping parents to choose a school; and
- helping parents to prepare their child for school.

4.1.2 The handbook should serve as a practical guide to parents about school, authority and national policies and how these will impact on their child's experience at the school. It should also give them a good 'feel' for the sort of school that we are.

The school handbook is available on the council's website or in hard copy upon request.

## 4.2 Standards and Qualities Report

4.2.1 The school is required under the Standards in Scotland's Schools etc (Scotland) Act (2000) to publish an annual report including key performance measures such as those relating to attainment and attendance. This report is published on the school's website in September.

## 4.3 General Communications to all Parents

4.3.1 The school uses a variety of methods to communicate with all parents on matters which are of interest to them. These include:

- **Groupcall** – This facility allows the school to send short text messages to parents and is usually used only for matters that require to be drawn to parents' attention urgently such as unexplained absences, school bus or club cancellations or severe weather closures.
- **Email/Seesaw Message** – The school holds parental email addresses for almost all pupils and is increasingly moving towards electronic means of communication in preference to paper. Messages from Nursery and teaching staff will mainly come through Seesaw and the Newsletter is also shared via Seesaw message.
- **Newsletter** – The newsletter is published weekly and provides parents with an accessible and overview of the school's activities. The newsletter has a list of diary dates within it too.
- **The School Website** – The school website also provides clear details for parents on how they can contact the school and access to other key documents. The school's website can be found here: [St. Madoes Primary Website](#)
- **X (formerly Twitter) account** – We are planning to increase our use of social media for sharing success. Our X page can be found here: [St. Madoes Primary X Page](#)

## 4.4 Communication Regarding the Curriculum/Learning and Teaching

- **Nursery** - 'New starts' to the Nursery begin with a visit where children can explore the nursery and parents have a chance to ask any questions and to discuss the child's needs. Parent contact appointments take place twice annually, or sooner if required. A detailed written report is provided towards the end of the session for children progressing to primary. For all other children, a shorter report is provided. Nursery staff are usually available for informal discussion at the beginning and end of nursery sessions, but formal appointments can also be arranged if required.

- **Primary** - There are two parents' nights per year for primary pupils, a short interim report in the autumn and a detailed written report towards the end of the year. Parents are also provided with a curriculum overview called a 'Learning Journey' at the beginning of each term. Regular learning updates will be provided via Seesaw, an app that can be downloaded onto your mobile phone where your child can showcase learning they are proud of. We encourage parents/carers to 'like' and provide feedback on the posts as this really encourages the pupils! If you have any problems accessing Seesaw, please do not hesitate to contact the school office who can provide a new joining barcode or assist in setting the app up.

## **5. SEEKING PARENTS' VIEWS**

### **5.1 The Parent Council**

5.1 The Parent Council, which meets termly and is attended by the headteacher, is a key vehicle for parents to share their views with the school leadership. These meetings are also used by the school leadership to provide parents with updates on a wide range of issues, ranging from small changes to procedures to very significant government policy changes. The school is committed to harnessing the potential of the Parent Council as a key forum for interaction with parents and will always seek to support initiatives raised through this body.

### **5.2 Parental Involvement in School Self-Evaluation and Annual Planning**

5.2.1 The school is also keen to involve parents, as well as other stakeholders, in its annual processes of self-evaluation and planning. Parents' are invited to take part in regular surveys or to contact the Headteacher with feedback at any time.

### **5.3 Consultation on Proposed Change**

5.3.1. The school is committed to consulting parents wherever possible, particularly in cases where significant changes in policy or procedures are under consideration. As well as pupils themselves, parents are key stakeholders within the school community and their views are valued and will be taken into consideration in the making of decisions.

### **5.4 On-going Evaluation of Events**

5.4.1 The school is also committed to seeking regular feedback from parents on activities such as parents' nights and we will always issue evaluation forms to seek parents' views on how such events might be improved.

### **5.5. Annual Parental Survey**

5.5.1 In addition to these methods of seeking parental views, the school also conducts a formal parental survey, covering a wide range of the school's functions, towards the end of each academic session. These questions largely remain the same each year which allows the school to note trends – either positive or negative – in terms of parental responses. A summary of this survey is shared annually within the newsletter and the feedback will be used to plan actions and next steps to improve.

## 6. SCHOOL CONTACT DETAILS:

- Email Address: st-madoes@pkc.gov.uk or  
stmadoesnursery@pkc.gov.uk or  
stmadoesASN@pkc.gov.uk
- Phone No: 01738 459500
- Website: [www.stmaadoesprimaryschool.com](http://www.stmaadoesprimaryschool.com)
- Twitter/Facebook: [https://twitter.com/st\\_madoes](https://twitter.com/st_madoes)
- Address: St. Madoes Primary School  
Sidlaw Terrace  
St. Madoes  
Perth  
PH2 7NH