



## Communications Policy

**Date Reviewed:** Autumn 2023

**Date for Policy review:** Autumn 2024

## **INTRODUCTION**

Schools have many lines of communication to maintain: with parents and carers, with other schools, with the community, with outside agencies, and within the school. Good communication between the school and the home is essential, and children achieve more when schools and parents/carers work together. Parents/carers can naturally help more if they know what the school is trying to achieve.

At The Axis Academy we aim to have clear and effective communications with all parents/carers and with the wider community. Effective communications enable us to share our aims and values, through keeping parents/carers well informed about school life. This reinforces the important role that parents/carers play in supporting the school.

We have various strategies for communicating with parents/carers. Some of our communications are in accordance with a statutory requirement; while others simply reflect what we believe is important for our school.

We try to make our written communications as accessible and inclusive as possible. We use an easy-to-read font, and add pictures wherever appropriate. We seek to avoid bias, stereotyping or any form of racial discrimination. We wish to recognise and celebrate the contributions made to our society by all the cultural groups represented in our school.

## **HOME – SCHOOL AGREEMENT**

Our Home-School Agreement is a requirement of the School Standards and Framework Act 1998. It explains the schools aims and values, the school's responsibilities towards the students, the responsibilities of parents/carers, and what the school expects of the students. We ask parents to sign this agreement when their child starts at The Axis Academy, and to renew it each year.

The agreement covers the standard of education in our school, the ethos of the school, and our expectations regarding attendance and behaviour.

## **WRITTEN REPORT TO PARENTS/CARERS: STUDENTS ACHIEVEMENTS**

For all students, we provide a yearly written report to each student's parents/carers on the progress and achievements in the various subjects. This report identifies areas of strength and areas for future development. Also, there will be a number of both verbal and written communications regarding progress and achievement for parents and carers to review. The Axis Academy will provide feedback on a termly basis, this will be in varying forms such as:

- Formal written report
- Face to face consultation afternoons/evenings
- Celebration events

We encourage parents to contact the school if any issues arise regarding their child's progress or well-being. Staff members, including the Headteacher and Deputy Headteacher are always available to meet with Parents/Carers should they so wish, although appointments may be necessary.

We welcome the presence of any other adult the parent/carer wishes to invite to a school meeting. We will also make any reasonable adjustments to our arrangements if this will enable a parent/carer with a disability to participate fully in a meeting or to receive and understand a communication.

Weekly communication will be made by Form Tutors to all parents and carers by way of a phone call or a Class DoJo message. This is so that achievements can be celebrated with parents and carers and any issues or concerns that have occurred that week can be discussed and resolved with strategies being suggested.

### **THE AXIS ACADEMY PROSPECTUS**

The Axis Academy prospectus contains a range of specified information to give parents/carers a full picture of provision at our school. We update this for each school year.

### **THE AXIS ACADEMY WEBSITE**

The Axis Academy website contains a range of specified information on our school. It also contains a live Twitter feed and blog that is updated on a regular basis.

### **THE AXIS ACADEMY SOCIAL MEDIA SITES**

The Axis Academy has various social media sites. These contain a range of specified information on our school. The Axis Academy have a Facebook page where parents/carers, members of the community are able to direct message the Pastoral Lead, as well as a Twitter page.

### **PUBLIC ACCESS DOCUMENTS**

The Trust makes a range of documentation available to parents/carers on The Axis Academy website which includes our policies, school development plans and Ofsted report.

### **HOME – SCHOOL COMMUNICATION**

The Trust encourages parents/carers to share any issues about their child at the earliest opportunity. Teachers see parents/carers immediately, if at all possible. Where this is not possible, the parent/carer makes an appointment.

We arrange annual curriculum meetings for parents. These are afternoon or evening meetings to explain areas of our curriculum and student progress. We hold an induction meeting for all new parents/carers and student and parent/carer sessions

throughout the year. All students' parents and carers are welcome to attend the curriculum evenings.

If a child is absent from school, and we have had no indication of the reason, we contact a parent/carer (by telephone and text) to find out the reason for the absence. After an absence of two or more days, the Pastoral Lead or a member of the pastoral team will conduct an unannounced home visit in order to ensure the student's safety and to ascertain the reason for absence if not already known.

### **COMMUNICATION WITH OTHER SCHOOLS AND OUTSIDE AGENCIES**

We recognise that students have diverse needs, and we are supported by various agencies and groups of professionals who keep us informed on better ways to meet these needs, so those students may participate more fully. Support comes from medical services (such as speech and language therapy and occupational therapy), from child development centres, from local doctors and specialists. It also comes from various welfare-focused services, such as Educational Welfare and Social Services

We recognise that students have a fundamental right to be protected from harm, that their protection is a shared responsibility, and that our school should provide a safe and secure environment. We are the people most in contact with our students, and we are therefore in a unique position to identify and help abused students. So when any member of staff has concerns about a child, these will be passed on to the Designated Safeguarding Lead or Headteacher, who may share this information with the Social Services.

We hold information on students in The Axis Academy, and from time to time we are required to pass some of this information to others for educational purposes. Details will be sent to parents/carers about the types of data we hold, why we hold that data, and who we may pass it on to. This is a requirement under the Data Protection Act 1998. Parents/carers have a right to view the information we hold, and we have contact details of the agencies to which our information is passed.

### **COMMUNICATION WITHIN THE AXIS ACADEMY**

- All our procedures are detailed in the Staff Handbook
- Written communications are delivered by e-mail
- Staff members' personal details will not be shared with other members of staff

### **ELECTRONIC COMMUNICATION**

- We use the Internet and e-mail, and we have school website.
- All school members may communicate with others through the Internet.
- We use Class DoJo as a positive behaviour tool. All staff members regularly post pictures and updates to the daily feed which parents and carers can view and

comment on. Class DoJo also has the facility for parents and carers and staff members to communicate via a messaging service.

There are many benefits, but also a number of possible dangers. Rules for the use of the Internet are contained in our Safe Use of the Internet policy. Safeguards in our school include constant adult supervision, sites being filtered by our service provider, controlled links, and the use of child-friendly search engines.

The Axis Academy Website and Trust area provides information about the academy and an opportunity to celebrate learners work with the worldwide learning community.

### **USE OF PHOTOGRAPHY AND NAMES**

Photographs are used in and around the school for many purposes, including displays, records of practical work (for example art or technology projects), and records of important school events.

We may use photographs of students or their work when communicating with parents/carers and the wider community, in newsletters, in the academy prospectus, on the academy website, or in report to parents/carers. The local or national press may on occasion publish photographs of student participating in events at academy.

Parental/carer permission is obtained during induction. The academy office holds a list of those students for whom permission has NOT been given and all academy staff are aware of the names on it.

### **PARENT VIEW**

The Axis Academy is proactive in supporting parents/carers and believe that early intervention is key is supporting student's needs. Therefore, we encourage parents to communicate with school staff using one of the platforms discussed in this document. Parents/Carers can also leave feedback on the school using Ofsted's Parent View. This can be accessed here.