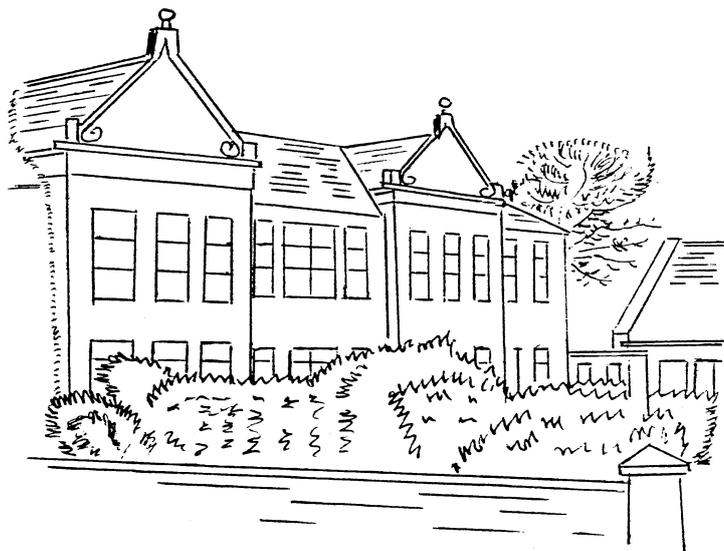


# Torphins Primary School



## Communication Policy (for Parents/Carers)

June 2019

In consultation with parents

## **Torphins Primary School – Communication**

Good communication between the school and home is essential. At Torphins School we aim to have clear and effective communications with parents/carers to enable us to keep them well informed about school life.

### **Aims**

Our school aims are to ensure all communications are

- Clear
- Comprehensive
- Two-way
- Timely

### **Methods of Communication**

#### **Day to Day**

- Groupcall (previously Parentmail)  
Groupcall is the name of the email system used by school and is our main form of day to day communication with parents. If needed this system can be accessed by us in urgent circumstances to send group SMS messages.
- Letters e.g. permission letters
- Phone calls

#### **Regular**

- Annual Reporting Year Calendar
- Annual and Termly Dates for Diaries

#### **Sharing Learning**

- Glow site - Sharing learning with your child
- Annual Written Reports
- Termly Assessment Portfolios and Jotters sent home to share learning
- Parent/Carer Evenings
- Open Mornings
- Children Showcasing their Learning  
e.g. Primary 7 Enterprise, Early Stages Nativity, Church Assemblies
- Curriculum and Information Evenings  
e.g Dalguise, P1 Induction Information Eventing, Skiing etc

#### **Other Sources of Information you can Access**

- School Handbook
- School website  
i.e. policy documents and school improvement plans etc.

## **TSPC**

- Class Representative
- AGM and Committee Meetings
- Minutes of meetings
- Facebook TSPC Information Page

## **Additional Nursery Methods of Communication**

- Nursery Communication Board
- Nursery Learning Journals
- Nursery Newsletter
- Nursery Induction Information Evening

## **Parents Communicating with School**

Effective communication from parents helps us to better support your child.

- Reporting Absences  
To report a pupil absence please call the school office before 9.15am, Tel No. 013398 267730, choose option 1 and leave a message with child's name, date of absence and duration if known, reason for absence and name of person reporting the absence.
- Early Stages (P1-P3)  
At the beginning of each term, if not being collected by a parent, you will need to let us know the arrangements for your child after school. Should there be a change to arrangements you should advise us in a timely manner by a note to the class teacher to ensure your child's safety.
- Notes to Teachers e.g. medical appointments  
These are best sent on paper rather than noted in the homework jotters.

We endeavour to have an open door policy, should you have any concerns or queries regarding your child please do not hesitate to contact us.