



Policies and Procedures
The Home-Academy
Contact Policy

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Rationale

This policy has been established because the academy recognises:

- the vital contribution of parents/carers to the effective learning of students
- the importance of effective communication between home and the academy in the delivery of quality education
- the rights of parents/carers to be kept informed about their child's progress
- the responsibilities of parents/carers to share relevant information and constructive suggestions with us

Outcomes

We aim to:

- provide mechanisms whereby parents/carers communicate with the academy about:
 - suggestions they have about improving the education we offer
 - relevant information which might positively or negatively affect their child's learning
 - concerns they have about the education we deliver and how we deliver it
 - queries they have about any aspect of academy life
- provide mechanisms whereby the academy can communicate with parents/carers about:
 - aspects of their child's behaviour or learning which is an opportunity to celebrate success or is a cause for concern or could harm the atmosphere of learning in the classroom

Processes

We intend to achieve these outcomes by:

- welcoming communication from parents/carers whenever they have queries, concerns or information about things which might affect their child's education, via the form tutor in the first instance
- having a Home-Academy Agreement, signed by the academy, parents/carers and students, which sets out expectations and responsibilities of each member of the agreement
- producing regular reports which are clear and understandable, and which give information about the student's progress and targets for improvement
- holding regular consultation evenings at which parents/carers can talk to teachers about any aspect of their child's education and vice versa

- providing each students annually with a student planner which can be used by both the academy and home for communication between a student's parents/carers, form tutors or teachers
- producing a regular and frequent newsletter which informs parents/carers and students about day to day school issues, events and successes of students, staff and the academy
- producing a regular magazine which informs parents/carers and students about significant issues and celebrates the successes of students, staff and the academy