



Home/School Agreement

It is the wish of all involved at Woodlands Primary School to provide for its pupils a happy, secure and stimulating environment. By ensuring an ethos where children are valued, respected and listened to, they can develop both intellectually and socially. We aim to encourage an enjoyment of life and a love of learning. We believe that a positive partnership with parents is crucial and will promote our motto, 'Learn, explore and grow together'.

The School will:

- Encourage children to do their best at all times.
- Provide a balanced, interesting and relevant curriculum.
- Inform parents of their child's progress through regular meetings and end of year reports and letters. Day to day communication is facilitated through newsletters and notes to/from parents in the homework diary or contact book.
- Inform parents about what the teachers aim to teach the children each year through the School Website. Provide any other relevant information and documentation through the website, Parent Mail or information evenings.
- Ensure that members of staff are available to meet with parents at an appropriate and mutually agreed time.
- Safeguard and promote the welfare of all children.
- Ensure pupils will have safe access to the internet and technology while at school.

The Family will:

- Make sure that their child arrives at school on time, by 8.40am, and is collected at 3.15 p.m., by an adult known to the child and school (unless there is written permission to walk home for older children).
- Supervise their child before and after school, ensuring they do not use the school climbing equipment.
- Make sure their child attends school regularly, contacts the school on the first morning of absence, communicating the reason for absence, and provide an explanation for any subsequent days of absence.
- Support and adhere to the school's policies, including for behaviour and homework.
- Attend meetings that are relevant and involve their child.
- Let the school know of any problems which may affect their child's learning.
- Ensure that their child wears agreed school uniform at all times.
- Adhere to the school's email protocol (attached)
- Treat staff, parents and pupils with respect at all times

The Child will:

- Keep the three school rules: Be ready, be respectful, be safe.
- Do their best, making every effort to produce classwork and homework of a high standard.
- Be caring and considerate towards others and uphold the school's core values: Respect, Responsibility, Resilience, Care, Creativity and Community.
- Have respect for school property and their surroundings both inside the classroom and outside in the school grounds.

'Together' we will:

- Tackle any additional educational needs.
- Encourage our children to uphold the school's values and ethos.
- Support the child's learning to help them achieve their best.

Email Protocols for Teacher and Parent Communication

Woodlands Primary School recognises that electronic mail (email) is a valuable communication tool that is widely used across our society. Staff members are provided with school email accounts to improve the efficiency and effectiveness of parent/teacher communication and internal staff communication.

To use email effectively in a school setting, we have developed the following guidelines for parents/carers:

TEACHERS WILL NOT READ EMAILS DURING TEACHING HOURS. Teachers are teaching from 8.45am to 3.15pm and therefore their attentions are on the pupils. They often engage in meetings before and after school and therefore responses cannot be immediate.

We are proud of our 'open-door' policy for communication. To make it work for all concerned, we use the following methods:

- Basic information about the curriculum, class organisation and homework can be found on the school website: www.woodlands.kent.sch.uk. This will prevent a high level of emails being received by teachers
- Communication-link parent (a designated parent chosen by the parents in the class each year) to share pertinent information with class parents via Whatsapp where appropriate. This is not to be used as a forum for discussing pupils, parents or staff.
- Newsletters
- Parentmail
- Brief face-to-face on the door (Yr R to 4 mornings, Yr R to 6 afternoons)
- Face-to-face planned meetings
- Phone calls to the office
- Homework diaries (KS1) and Pupil Planners (KS2)

Email is appropriate for:

- Arranging a face-to-face meeting
- Sharing pertinent information about your child
- When agreed between the teacher and the parent (following a face-to-face contact), email may be used as a form of regular communication about a pupil's day at school in place of a communication book.

Email is not ideal for:

- Your child's academic progress. This is best addressed through a telephone conversation or a personal conference with your child's teacher.
- Use as a tool for in-depth discussion but can be used to raise a topic to be discussed at a face-to-face meeting
- Sending non-vital messages by this medium. For example, do not use email to inform the school that your child is to meet you somewhere when the day ends. Instead, use the telephone to contact the office to be sure that the message is received and clearly understood.
- Threatening or offensive language

When sending email:

- Identify yourself in the subject line of your email and if appropriate, the name of your child.
- It should only be addressed to the intended recipient (To: as the primary recipient)
- The use of 'cc' (carbon copy) is to be used if you would like another recipient to be aware of your email as a secondary recipient but not as an invitation to respond

- Provide a brief summary of your issue/concern. Detail can be explored face-to-face or on the telephone. Keep the length of your email reasonable.
- Ensure emails are respectfully written, as meaning can be misinterpreted.
- Acknowledgement of emails received by staff will be given at the soonest possible time.
- Email between the hours of 8am and 5pm Monday to Friday. We ask that parents not email teachers at the weekend or during holiday periods.

Parents should not email Teaching Assistants directly. All staff have the right to refer emails to members of the Senior Leadership Team if deemed inappropriate, unreasonable or offensive.

The school reserves the right to block or filter email messages to staff that are not directly related to school business.

Depending on the nature of the email, you may not receive an email reply at all, since the staff member will determine how best to contact you: by email, phone call or to schedule a face-to-face meeting.

Privacy:

- Please remember that email is not necessarily confidential and can be subject to FOI (Freedom of Information) regulations. Confidential information should be conveyed by phone or personal contact.
- Due to privacy, DL (Distribution Lists) will not be available to parents and the general community.

Parents are expected to discuss the home-school agreement with their child. By having your child on roll at Woodlands, we understand that you agree to the above.