

CORSHAM PRIMARY SCHOOL

Parent/Carer Communications Policy



Reviewed: May 2026

Policy Ratified by the LGC: May 2026

Next Review Date: May 2029

At Corsham Primary School, we believe that strong, open communication between home and school is essential. Children thrive when parents, carers, and school staff work together, and families are better able to support their children when they understand the school's aims, expectations, and approaches.

Our goal is to maintain clear, consistent, and effective communication with parents, carers, and the wider community. By keeping families well informed about school life, we reinforce the vital role they play in their child's education and wellbeing.

Principles

- Communication with parents and carers is a core part of our work.
- We aim to share as much relevant information as possible.
- When information cannot be shared, we will explain why.
- We communicate transparently and provide clear explanations for key decisions.
- We aim that information will be shared in a timely manner so families do not hear school news from other sources first.
- Our communication will be courteous, warm, and free from unnecessary jargon.
- Where information is publicly available, we will direct families to it.
- Confidential information will always be handled sensitively and appropriately.
- We strive to communicate effectively with all members of our school community.
- Parents and carers are welcome to communicate with the school in a variety of ways.

Communication Strategies

We use a range of methods to keep parents and carers informed. Some are the result of statutory requirements; others reflect our commitment to strong home-school partnerships.

Communication with Staff

Class teachers are available for brief conversations at the start and end of the school day. For longer or more sensitive discussions, parents and carers are encouraged to arrange a meeting or telephone call. Messages can also be sent via the school office.

A member of the Leadership Team is usually present in the playground or school entrance at the beginning and end of the day to support with queries. Appointments with leaders can also be made through the school office.

Meetings Throughout the Year

- **New Foundation Stage Parents/Carers:** Meetings are held in July, with follow-up consultation sessions in September.
- **Pre-school Visits:** EYFS staff visit nurseries and pre-schools in the summer term to gather transition information.
- **Transition Meetings:** Held internally as pupils move year groups and with secondary schools for Year 6 pupils.
- **Residential Trips:** Parents/carers receive detailed information in advance of major trips such as the Year 4 and Year 6 residentials.
- **Open Evenings/Days:** Parents/carers are invited to meet with class teachers three times a year to discuss their child's progress.

Website

Our school website, <http://www.corshamprimary.co.uk> is updated regularly with policies, newsletters, staff information and the school calendar (which is updated monthly).

Email Communication

Letters are sent home via email. Paper copies can be provided when a reply slip is required. Families provide an email address upon admission.

Monthly Newsletter

A monthly newsletter shares school events, reminders, and news. It is available on the website and is emailed out in the first week of each month.

Termly Curriculum Newsletter

Each year group publishes a curriculum newsletter outlining learning objectives, key dates, and ways to support learning at home. Parents/carers may be invited to join linked educational day trips.

Whole-School Letters

Information relevant to all families is sent by email and uploaded to the school website.

Seesaw

Seesaw is used from EYFS to Year 6 to share learning and celebrations with parents and carers. Permission is requested before use. Posts may be individual or group-based.

Parents' Evenings and Reports

Parents and Carers are expected to show an interest in the school's teaching methods and in their child's progress by attending parents' evenings and/or open days and reading their child's reports. We encourage parents and carers to contact the school at any time if any issues arise regarding their child's progress or wellbeing, but we also provide three formal opportunities to meet one-to-one with the class teacher during the academic year. Parents and carers are able to look at their child's learning during these meetings.

Parents and carers will be given information and advance notice about such events in the newsletter and on the website.

Reports are provided in November, February and towards the end of the Summer Term. The children will receive an End of Year written report and Parents/Carers can subsequently arrange to meet with teachers if there are any concerns. At Corsham Primary School, we ask the children to comment on their own progress, and parents/carers to make a similar comment using the annual report format. We also give parents/carers of children in Year 1, Year 4 and Year 6, the details of their performance in the national tests, and details of national comparative performance, where possible.

Home-School Agreement

Our Home-School Agreement is a requirement of the School Standards and Framework Act 1998. It explains the school's vision and values, the school's responsibilities towards the children, the responsibilities of parents/carers, and what the school expects of the children. We ask parents/carers and children to sign this agreement when their child starts in our school.

Public Access Documents

Hard copies of school documents-including policies, curriculum information, and Local Governing Committee minutes are available upon request. A small copying charge may apply.

Parent/Carer Communication with School

Parents and carers are asked to keep the school updated with any changes to personal circumstances or contact details so that communication channels remain accurate and reliable.

We operate an 'open door' policy where parents and carers can speak to the class teacher at the beginning and/or end of the school day. This could be to pass on a **quick** message or to arrange a longer meeting time, to suit the topic of conversation.

Other ways to communicate with the school/class teacher:

- Pop into the school office to ask to speak to a member of the Senior Leadership Team or class teacher or arrange a time to meet.
- Record a message in your child's reading record
- Email the school office with an email addressed to any member of staff, which will be forwarded and followed up.
- Telephone the school office with your query or concern, to be passed on to the class teacher.
- School letters and/or other correspondence frequently mentions coming into school with any queries or concerns.
- Parents/Carers are invited to comment on the end of year school report and to return this back to school.
- We ask military families to share deployment dates so that we can better support their children.
- We do encourage parents/carers to inform and share information with the class teacher and/or school regarding events that may have happened that could impact on the child's well-being and/or learning.

Strong communication is central to a successful home-school partnership. Working together is essential to raising standards and supporting every child's development.

Equal Opportunities

This policy has been reviewed with an Equality and Diversity Impact Assessment to ensure compliance with relevant legislation and alignment with Corsham Primary's Single Equality Scheme.

Corsham Primary School Communication for families to staff

For a brief message for the teacher
at the start or the end of the day



Catch your child's teacher or the
teacher teaching that day at the door

To get a message to your child/
children during the day



Call or email the admin team:
Pound Pill 01249 712387
Email: admin@corsham-pri.wilts.sch.uk
Broadwood 01225 811997
Email: broadwood@corsham-pri.wilts.sch.uk

To get a message to the teacher
regarding a query, worry or concern



Email or call the admin team and they
will pass on your message. Your
child's teacher will get back to you.

For Wellbeing Support



Email as above or look on the website
for useful links. We also have our
Family Support Officer who may be
able to help you.

[Corsham Primary School - Wellbeing](#)

A message to the
Senior Leadership Team



Pop into the office to arrange a chat or
phone call. Email or call the admin
team and they will forward your
message.
A member of the SLT will contact you.

To speak to a member of the
Inclusion Team



Pop into the office to arrange a chat or
phone call. Email or call the admin
team and they will forward your
message.
A member of the Inclusion Team will
contact you.