

## Communication with Parents

Hawthorns School has an open door policy. Staff will always seek to respond to parents requests to meet or for support on the same day.

- Parents can contact school via telephone, e mail, home/school book, face to face meeting.
- At the initial meetings and transition visits, we aim to find out as much information about your child as possible
- We complete detailed admission documentation with parents and carers to understand child's needs, their family, routines, development, previous school information, health needs etc
- Parents/Carers can contact class to arrange a time to meet if they have any concerns
- Other professionals working with each child will also contact parents/carers as necessary
- We have regular newsletters, coffee mornings, special events, special Assemblies, Parent workshops,
- There is a Friends of Hawthorns Association that relies on and involves parents in fund raising events
- We have a school website that has school information
- We use a Parent Mail texting service for informing parents about school matters
- A Family Liaison Officer is in post to support home school links