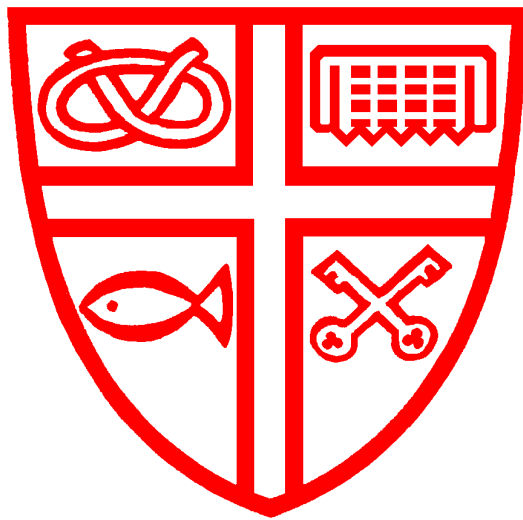


St. Peter's C of E Primary School Caverswall

Love Christ
Love Learning
Love One Another



Communication

March 2026-28

St Peter's CE Primary School

Introduction

This policy sets out the school's approach to communication, ensuring a clear and consistent strategy for engaging with parents and the wider community. Its purpose is to establish shared expectations so that all communication is effective, purposeful, and contributes to the smooth running of the school. Communication within a school community is wide-ranging and must take into account differences in classes, age groups, and individual family circumstances. The strategies outlined have been carefully considered to meet the needs of as many families as possible, while avoiding unnecessary overload. The policy also recognises the importance of supporting staff and families in maintaining a healthy work-life balance.

Our aim is to be as available as possible to support this staff are available for brief queries at the beginning and end of each school day. For Foundation Stage (F1) to Year 2, staff are present at classroom doors, and for Key Stage 2, a member of staff is available at the entrance. These times are suitable for quick questions or messages. For communication to be most effective, it is essential that parents and carers support the school by following the guidance set out in this policy and by actively engaging with the information shared.

Communication with Parents

The communication we send out is as follows:-

Paper Communication	MyChildAtSchoolApp	Website
Date list Sport team event permission forms School Journal Welcome pack for new starters Term dates (always in journal / mychildatschool app) Snack slips Breakfast / afterschool club contracts Standon Bowers forms Bikeability forms Reports Notes between home and school via the learning journal.	Attendance Absence reporting Finance communications Special menus School closure Absence emails Half termly newsletters Trip letters Music lessons Home project information Behaviour letters PTA events Reminders - text messages Parent surveys 1-1 Communications Parent permissions	Term dates Policies Safeguarding information School prospectus Newsletters Curriculum information Online safety information Useful links Governor information Admissions criteria Reports and finance documents SEND information Data information
Face to face	Phone	Class Dojo
Open door policy Staff on the doors beginning and end of the day. Parent teacher discussions Parents evenings	Absences Queries	Class communications Notes between home and school via the learning journal. Diary dates - reminders
	Social Media	
	Weekly class updates PTA events	

My Child At School (MCAS)

The school uses the MCAS app as its primary method of communication, as it provides a direct, efficient, and environmentally friendly way of contacting parents and carers. It is the responsibility of parents and carers to ensure that the school holds up-to-date email addresses for all those who should receive communications. The school is currently implementing this change to our communication method and will build functionality over time.

- Parents can edit own data via my child at school (MCAS) app - data collection - parent information - contact information - select either address / phone / mail and edit.
- Report absence - MCAS - Attendance - report an absence
- Review term dates - MCAS - Academic Calendar
- Book Parent Evening Appointments - MCAS - Parent Evening
- Give consent - MCAS - Parental Consent
- Send messages to school -MCAS - Messages
- Receive announcements - MCAS - Announcements

Who to communicate with ...

Parents and carers are asked to direct queries to the most appropriate person to ensure they are dealt with effectively. For example, the school office is unable to comment on classroom matters; these should be raised either through a note in the communication journal or by speaking directly with the class teacher at the start or end of the day. Please note that Key Stage 2 journals are checked weekly on Fridays, and children should inform their teacher if they have a message that requires attention. The most appropriate person will reply to parents. The school's policy is that staff will read and action any emails between 8:30am - 5pm Monday to Friday.

Class teacher	Office	Headteacher
Curriculum queries Questions about books. Questions about homework Questions about the class, behaviour in school. Passing on information from home about how they are feeling etc.	Information about trips Information about dates Queries regarding Parent Pay Attendance information Music lessons Medication Clubs School dinners	Support for families / child Significant issues in school Issues that can't be brought up with the class teacher.

However, if you are unsure who to contact or concerned about anything please phone the office and we will direct you to the right person.

This policy works alongside:

- Working together - building relationships strategy.
- Homework policy

- PLEASE CUT AND RETURN TO SCHOOL

- Child's Name Class

- I have received and understood the communication policy.

- Signed