

## **Communication and Reporting**

At Houghton School we work hard to provide clear, accessible information to parents and carers by the following means:

### **School Website**

Our school website has been recently updated [www.houghton.cambs.sch.uk](http://www.houghton.cambs.sch.uk) We aim for information to be clear and easily accessible on the website for the range of people who visit it.

Class pages on the website will provide parents with information about the class curriculum each term and give updates on events that have been happening in each year group. They are the place where all information about Home Learning (homework) is provided and therefore will be updated by teachers at least fortnightly.

### **School Facebook Page**

We launched our school Facebook page in January 2016. It provides latest news, reminders, celebration information and information about wider services. It has been enormously successful since the launch with thousands of visits each week.

<https://www.facebook.com/Houghton-Primary-School-212020685487024/>

### **Other letters/messages**

We send out information and letters by email to our families through an email system called SchoolComms. This service is free and currently all our families have opted for this service. SchoolComms also enables us to send text messages to parents in case of 'emergency' e.g. sudden school closure, short notice cancellation of clubs, illness etc.

### **Informal Meetings**

The Headteacher is at one of the school gates most mornings and enjoy welcoming families on their way into school. She tries to alternate between the gates in Chapel Lane and Green Lane.

Teachers are happy to talk to parents briefly at the beginning of the school day or for lengthier chats at the end of the school day. If parents need to discuss a matter in some depth with a member of staff we advise them to make an appointment so that we can ensure that uninterrupted time can be given.

### **Parent Information Events**

We run Parent Information Events and Workshops during the school year. Every year we run a series of 'Information Hours' and 'Come and Try It' workshops for parents and carers. Recent events have invited parents to take part in interactive sessions on Anti-Bullying Work, Reading, Assessment/SATS and Internet Safety. The sessions are well attended and receive very positive feedback from those who are able to attend.



Mums and Daughters Information Evening supporting our work on Girl's Friendships

## **Friday Open Afternoons**

In 2011-12 we introduced the opportunity for parents to come and visit the school during the school day. These half hour sessions (2.45pm – 3.15pm) are very well attended, giving parents the opportunity to see the school in action and to meet with their children and share their work with them. The afternoons are relaxed and informal. Friends of Houghton Primary School sell refreshments on these afternoons. These will continue through 2017-18 once each half term. Dates are emailed to all parents at the start of the school year.

## **Parent/Teacher Progress Meetings**

We hold Parent/Teacher Progress Meetings every term. The purpose of the meetings is to be able to share information about children's progress, achievement and well-being. If there are any concerns about any child we will not wait until this type of meeting but will contact parents and arrange a separate appointment whenever necessary. We ask our parents to do the same – contacting us if they have any concerns and not waiting until parents' evenings. The Parent/Teacher meeting in the summer term centres on the children's Annual Reports, providing parents with an opportunity to add to their child's report, including information relating to their achievements outside of school.

Parent/Teacher meetings take place in the school hall. Parents are able to book a 10 minute appointment for each of their children using our secure online booking system <https://houghton.parentseveningsystem.co.uk/>

## **Annual Reports**

Parents receive an Annual Report about their child's achievements in the summer term each year. The report is written by the class teacher and provides information about a child's attendance, progress, achievement and well-being as well as an over-view of the opportunities they have had to learn over the previous year. We share the report with parents at the final Parents Evening of the year and ask parents and carers to make a comment on their child's report, returning a copy to school for our records.

## **Meetings by Appointment**

Parents and Carers can make appointments at any time during the school year to see the teachers or headteacher. We will also contact you to make an appointment if we need to speak with you about your child.

### **Feedback from an information evening for parents on Assessment**

*"Really interesting, thank you very much."*

*"Thank you, very useful and informative."*

*"Really informative overview of the changes to the new curriculum and assessment changes."*

*"I felt all my questions were answered and I was really impressed by the commitment of the teachers."*

*"I found all the information very helpful."*

*"I now understand how the new curriculum is used in school and how the children are assessed."*

*It was most helpful when you explained...*

*"how Houghton will assess each child to make sure they are on track in the absence of levels."*

*"details of the new curriculum and how it allows for more creativity in teaching."*

*"about the end of KS1 and KS2 tests. I didn't know about this. I also got a further understanding of the 'new' curriculum."*