

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 www.houghton.cambs.sch.uk is updated on a weekly basis. 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 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 endeavours 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 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

Open Evenings

This year we are introducing an opportunity for families to come back into school in the evening so that the children can share their work with their parents. Our Open Evenings will happen each term with the doors opening at 7pm for an hour. Refreshments will be available.

The Open Evening events will replace Open Afternoons following feedback that many parents were unable to attend due to work commitments.

Parent/Teacher Progress Meetings

We hold Parent/Teacher Progress Meetings in the Autumn and Spring terms. The purpose of the meetings is to be able to share information about children's progress, achievement and well-being. In the Summer term we provide parents with a written Annual Report which is collected at the Summer Open Evening event.

If there 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.

Parent/Teacher meetings take place in the school hall. Parents are able to book a 10 minute appointment for each of the 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 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 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."