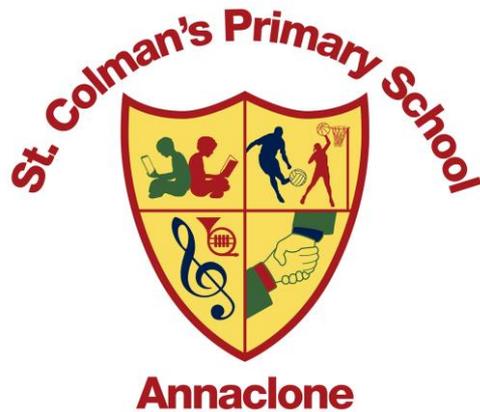


# St. Colman's Primary School/ Annaclone



## All Saints' Nursery Unit

# COMMUNICATIONS

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# Vision Statement

## Vision Statement

To be an inclusive, caring School where childhood and community are valued; one, which inspires learning for life and develops the personal qualities needed to succeed in a rapidly changing World. This vision will be best realised as we undergo a continual journey of collaboration and progress through partnership, leading to excellence.

## Mission Statement

**We believe that each child will succeed through experiencing quality in:**

- ❑ A broad and challenging curriculum
- ❑ Innovative teaching and an investigative approach to learning
- ❑ A stimulating learning environment
- ❑ An enriching programme of extra-curricular activities and visits
- ❑ A rich, varied and up-to-date range of learning resources
- ❑ An ethos of support, challenge and encouragement to succeed
- ❑ Learning partnerships between the school, home and parish community

**We demonstrate our commitment to working as a learning community by:**

- ❑ Striving for continuous improvement in all that we do
- ❑ Working collaboratively towards common goals

## Aims for the Pupils

St. Colman's Primary School and All Saints' Nursery Unit (Annaclone), promote high achievement and learning for life by working with the staff and children to:

- ❑ Develop enquiring minds and a spirit of curiosity
- ❑ Promote well-being and the importance of a healthy work/life balance
- ❑ Encourage excellence and the development of new skills
- ❑ Ensure the children in our school are immersed in their community but are also forward facing and expansive in outlook
- ❑ Achieve their highest standards in all areas of the curriculum

## Communications Policy

September 2018

- ❑ Have high self-esteem - respecting themselves, others and the environment by our positive approach to behaviour thus ensuring that each individual is motivated to do his/her best
- ❑ Utilise and provide opportunities to develop their thinking skills enabling them to work independently or collaboratively
- ❑ Be an integral part of the Parish community - one which fosters a faith commitment to Christ and prepares pupils for a fuller participation in the life of the Church
- ❑ Seek to extend themselves in mind, body and spirit
- ❑ Become highly motivated life-long learners
- ❑ Gain advanced technological skills and an awareness of Global Issues
- ❑ Be flexible and adaptable for the modern world

## Our School Values:

- Happiness and enjoyment
- Effort, attitude and perseverance
- Team, school and community spirit
- Honesty, fairness and trustworthiness
- Respect and tolerance
- Politeness, kindness and caring
- High standards of behaviour
- Partnerships and collaboration
- Resilience



## Ethos of the School

St Colman's Primary School and All Saints' Nursery Unit sets out to create a caring and supportive environment, where all children can develop intellectually, emotionally, physically, socially, morally and spiritually.

In addition, the delivery of the curriculum is designed to develop interest and motivation in children using enthusiastic teaching and interesting and relevant learning activities.

- Children are encouraged to achieve high standards and are given as much help as they may need in order to achieve success.
- There are many extra-curricular activities that encourage co-operation and discipline through team games. Children are further encouraged through a variety of musical/dramatic productions to develop self-discipline.
- Within this context there is a code of discipline that is consistently enforced to ensure that the education of children takes place in an orderly and caring environment.
- Through continual monitoring of individual children's achievements, class teachers provide work pitched at a level that challenges each child yet does not frustrate.
- Good relationships within the School are vital. The staff set an example by working well together with a harmony of purpose and providing an interesting and caring environment within their classrooms.
- As part of the pastoral dimension of the School, children are taught how to care for others, to respect other people's points of view and to respect property. Children are encouraged to contribute to charity and to help people who are less fortunate than themselves.

## Communications Policy

### 1 Introduction

**1.1** Good communication between the school and the home is essential. Children achieve more when schools and parents work together. Parents can help more if they know what the school is trying to achieve, and how they can help.

**1.2** In our school we aim to have clear and effective communications with parents and the wider community. Effective communications enable us to share our aims and values through keeping parents well informed about school life. This reinforces the importance of the role that parents play in supporting the school in educating their children.

**1.3** We communicate with parents through a range of different strategies. Some of our communications are the result of a statutory requirement, others reflect what we believe is important to our school.

### 2 Home-School Agreement

**2.1** Our Home-School Agreement has been in place since September. It explains the school's aims and values, the school's responsibilities towards the children, the responsibilities of parents, and what the school expects of the children.

**2.2** The Agreement covers the standard of education in our school, the ethos of the school, our expectations on attendance and good behaviour, and our expectations about homework.

**2.3** During the month of September, the School also, sends to its parents (Primary) a Parental Guidance book. In it, it details all the essential information about our School.

### 3 Annual written report to parents: children's achievements

**3.1** Each year we provide a written report to parents on each child's progress in the various areas of learning of Curriculum subjects. This report also identifies areas of strength and areas for future development. In our school we ask parents to make a comment on their child's progress. We also give children in P4 and P7 the details of their performance in assessment.

**3.2** As well as receiving the annual written report, parents meet their child's teacher once a year for a private consultation. This gives parents the opportunity to celebrate their child's successes and support the child with any areas of development. Parents are able to look at their child's work during this meeting. We encourage parents to contact the school if any issues arise regarding their child's progress or well-being.

### 4 Governors' annual reports to parents

**4.1** During each school year the governing body publishes an annual report for parents. This can be at any point during the school year. The report must contain information relating to:

- details of the membership of the governing body
- pupil attendance information;
- a statement on the progress of the action plan following the last inspection;
- budget details;
- school security information;
- admission arrangements for children with disabilities and the arrangements to ensure that these children are not treated less favourably than other children;
- information about the progress of the school's SEN policy;
- a summary of the school's national test results;
- the school's targets for Key Stage 1 & 2 assessments;
- information on the professional development of staff.

### 5 School prospectus

**5.1** The school prospectus contains a range of specified information that gives parents a full picture of provision at our school. We update this for each school year.

## 6 Public access documents

**6.1** The school makes available a range of documentation for parents. We keep a master set in the school office, and we make this available on request. It contains copies of all school curriculum policies and copies of policies that the governing body are required to have in relation to charging and remissions, Relationships and Sexual Education, health and safety, curriculum, performance management, admissions and action planning following inspection. It also contains a range of national and local documentation.

## 7 Home-school communications

**7.1** We send other letters of a general nature when necessary. ALL communications are given to the Principal to read and sign. NO home school communication (of an official nature) should be send home unless seen and signed by the Principal. All communications, from outside organisations, must first be approved by the Principal for distribution.

**7.2** Children in all classes have a home-school diary. This enables parents to record a wide range of information that they share regularly with the teacher. Teachers use the home-school diary to record homework assignments, and as a regular channel of communications with parents. These are signed weekly by teachers.

**7.3** The school encourages parents to share any issues about their child at the earliest opportunity. Teachers see parents immediately, if at all possible. Where this is not possible, the parent makes an appointment. We allow many parents to take the opportunity to have a word with the teacher when they bring/collect their child from school.

## 8 Internal school communications

- 8.1 **Email** - email is used for general staff communications and in order to reduce paper. All staff have a school based email and should only use this for work connected to their job. Email must be checked on a frequent basis.
- 8.2 **Whiteboard** - a whiteboard, in the staffroom, lays out on the essential activities that are taking place in the school, on a weekly basis. This is maintained by the Principal. It is essential that dates (or date changes) are communicated to the Principal in a timely fashion.
- 8.3 **Staff Meetings** - regular staff meetings are held with all staff, to discuss important issues in connection with the smooth running of the School and to discuss pertinent issues in connection with the school.
- 8.4 **Diaries** - All staff are given a diary at the start of the school year. A dates booklet (of essential dates) is also given out at the end of August).

## 9 Text Messaging System

- 9.1 **Texts** -The school operates a text messaging system for both parents and staff. The aim of this service is to ensure that all stakeholders are kept up to date with key information, especially in emergency situations such as poor weather conditions, school emergency closures etc, especially if a situation arises where there is limited time to give notice. It is essential that all parties keep the school up to date with mobile contact numbers.

## 10 Other Forms of Communication

- 10.1 The school operates School App/Twitter/Facebook accounts for both parents and staff. The aim of this service is to ensure that all stakeholders are kept up to date with key information, especially in emergency situations.

