



Grange School

Home / School Communication Summary

A parent-friendly guide to the school's Home / School Communication policy

This is an abridge version of the school's policy, the full version is available at the school website www.grange.manchester.sch.uk

Communication

It is very important that school and parents are able to communicate with each other effectively.

Some of our pupils can find it difficult to tell parents about their day, the things they have done or how they are feeling. We hope that by using the home-school book, emails, Twitter and/or telephone calls where necessary, we can tell you the important things that we think you need to know.

Letters will generally come home every Friday and will be sent in the children's school bag. If there is a letter that is more urgent we will send it on the day it is written or we may post it directly to you depending on what it is about. We sometimes also send text messages, usually to remind parents about events; and we put information on the school website to tell you about things that are happening. We would prefer to send emails where we can as this is a quick and easy way of communicating between home and school, please ensure you have provided your email address to the school office.

If there is something that you need to tell us and do not have access to the teacher's email please write in your children's Home-School book. These are checked every day by class staff and messages are always attended to. Teachers will always read the Home-School book, but they may not write back on the same day if it is not urgent. Should there be an urgent need to contact parents we will always telephone in the first instance. Parents can expect notes in the Home-School book to be written twice weekly. Some parents like to have some information every day; however this is not always possible. We can use a tick list if you would like information every day, please speak to your child's teacher about this if you would like one.

We would eventually like to move away from using Home-School books and replace this with email; however we understand that some parents do not yet have easy access to email. We would be happy to help you set up an email account and if you would like some support with this please contact Andy Patchett (IT Manager) via the school office.

Phone Calls

Teachers are not able to take phone calls during the day as they are teaching. The office staff will happily take a message and ask the class teacher to call once the children have left for the day. Alternatively parents may decide to contact the Assistant Head Teacher who has overall responsibility for their child's class to discuss any issues or concerns you may have and answer questions.

Topic Webs and Timetables

Class staff will give you your child's timetable at the beginning of each term. This will help you know when you need to send in swimming and PE kits, and we will tell you if there is a significant change to the timetable.

So you can get an idea of the subjects and activities the children are involved with the class teacher will upload a topic web to the class page on the school website at the beginning of every half term. These can be found and downloaded from www.grange.manchester.sch.uk

Trips and Visits

A significant and important part of the learning at Grange takes place off-site. Community visits play a large part in our timetables and we expect all pupils to join in a range of these during their time at school. Many of these visits are curriculum based and will enable the children to learn the key skills they need to help them develop independence.



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Illness

We will always call you if we think a child is not well enough to be in school. On these occasions parents should collect children from school as quickly as possible or make arrangements for the child to be collected by a relative or family friend.

We will also call you if your child has been involved in an incident where they have become very upset or angry and we are concerned about their well-being and will ensure that we speak to you on the same day as the incident.

We **MUST** be able to contact you in the case of an emergency and we keep a record of all calls to or from parents on IRIS. This record is made by the staff member making the call and ensures you are kept up to date with important matters to do with your child.

Our expectations

Our school safeguarding policy states that parents must be contactable at any time during the day (this includes after school clubs). It is the responsibility of parents to make sure that school has the correct home address, contact name, number and current email address at all times. The school office must be informed about any changes to these details. This information is very important. Our preferred method of communication is email but there are occasions when a phone call is best.

Annual Review of Education, Health and Social Care Plan

All pupils have an annual review of their Education, Health and Care Plan. This is an opportunity for parents, pupils, staff and other people involved in the pupil's life (social workers, CAMHS, etc.) to make and agree plans to support pupils to develop to their full potential. We expect that parents & carers to attend their child's review.

To discuss any of these points please contact the school

Telephone Number: 0161 2312590

Email address: admin@grange.manchester.sch.uk

Website address: www.grange.manchester.sch.uk