



Parent / School Partnership

Means of Communication	When	Response Time	Reason for Use
Morning Gate	8:00 - 8:25	Same day	Change in your child's daily routine, missing item of property, request to chat with a teacher, questions about the school's week; Your child is leaving early today for a hospital appointment; your child is going home with someone different to normal today.
Visit school office	8:00 – 5:00	Same day	Deliver a forgotten PE kit; drop off medicine for administration
Phone Office (01276 22895)	8:00 – 5:00	Same day	Urgent request for a meeting or telephone conversation with a member of staff (e.g.: you are concerned about an incident at school, or you need to let us know about some news that your child has been given that may affect them in school), last minute changes to your child's daily routine
Email from HUBMis (Schoolkompanion)	Anytime	N/A	Information about school trip/event/fixture; give changes to the weekly routine; information about holiday camps; respond to a questionnaire; changes to events; selecting time slots for Parents Evening. Headmaster Newsletters Safeguarding Updates
Website	Anytime	N/A	Term dates; when is parents evening; copy of school policies; when does my child do PE; what is on the lunch menu today; what is my child learning about this term; newsfeed
Form Teacher Weekly Email	Friday afternoon	N/A	Each week form teachers share with you information about your child's learning over the week including achievements, photographs sharing in picture the class' learning. In addition, there are reminders about events occurring the following week such a workshop or trips.
Form Teacher Reminder Emails	Anytime	N/A	Form teachers may send out reminders of events, requirements for specific clothing in school or donations.
Curriculum Map & Enrichment Map (age appropriate)	Termly	Parents please do ask further questions if you have queries about the curriculum coverage	Once a term the form teachers share with you an indication of the curriculum of the term for all subject areas including PSHE
Formal Parent Teacher Meets	N/A	N/A	<ol style="list-style-type: none"> 1. September - Curriculum Evening 2. September - Introduction 1:1 Meeting 3. October/November - Formal 1:1 Meeting 4. Late February/March - Formal 1:1 Meeting (except Y6) 5. June - Year 6 Leavers Meeting with form teacher and Headmaster 6. November - February - Y5 Parents meet with Mr Rudkin to discuss Future Schools

Sharing Learning	Formally three times a year	N/A	<p>English and Maths books are sent home three times a year - before Formal Parent Teacher Meetings and before the End of Year Report is sent home.</p> <p>Form Teacher's weekly email, Pre-Reception & Reception Tapestry App, Reception - Year Two Reading Records School Website - News Feed</p> <p>Please do request to view your child's learning - we will always make the books available.</p>
Formal Reports	Twice a year	N/A	<ol style="list-style-type: none"> 1. If age-appropriate standardised data information will be shared with parents in October/November 2. Pre-Reception - Year 5 February short Mid-Year Report 3. Full End of Year Report (shared with you in the penultimate week of summer term providing time for you to contact form teachers to raise any questions)
Curriculum & Transition Meetings	Term Specific	N/A	<p>September Curriculum Evening Meeting</p> <p>Parents are invited in to develop an understanding of the transition process at different stages of their child's education journey such as Future School Talk (September), Reception to Year One Transition Talk (June)</p>
Social Events	Throughout the year	N/A	<p>Staff attend and support with Friends of Lyndhurst events and New Children's BBQ</p>
Form Teacher Social	Spring & Summer Term	N/A	<p>Form teachers will host an informal social - specific details will be shared with you nearer the time. If a conversation becomes more formal the teacher will request to arrange a separate meeting.</p>
Ad Hoc Meetings	On going	N/A	<p>Teachers and parents will arrange to meet or talk throughout the year to discuss the children's well-being and learning.</p> <p>Do request a meeting with a teacher if you have any queries so we can address them immediately.</p>
Direct emails between teachers and parents	On going	N/A	<p>Please only use these to communicate changes to your child's routine, in the search for a missing item of property or to request a meeting or chat regarding your child's learning or well-being.</p>