

### **Mission Statement**

Ambrosoli is a community minded school that nurtures curiosity, creativity and global awareness through an inspiring, broad and engaging curriculum. Children learn to become resilient and respectful in an environment where each child is challenged and encouraged to thrive and achieve as an individual.

### **Our Vision**

Empowering pupils to become confident compassionate and internationally minded learners.

## **Policy**

At Ambrosoli International School we aim to have regular, clear and effective communication with all parents and the wider community. Our communication methods enable us to keep parents fully involved in all aspects of their child's school life and for parents to involve the school, where necessary, in the ever-changing needs of their child. Parents play a crucial role in school life and hence clear communication is required with them and from them for the continued success of their child and the school.

## **Procedure**

Communication with parents comes in many forms according to the needs and situation.

## **Open Door Policy**

Parents are requested to share any comments, concerns or suggestions (however small or insignificant they may seem) with the appropriate member of staff as and when they occur. The sooner communication is made, the quicker the school is able to resolve issues and reach solutions where possible. All class issues should be dealt with the class teacher / specialist teacher in the first instance. If possible we seek to meet parents the same day if a concern has been raised. All communication is considered to be confidential unless it concerns the greater school community. It is shared on a 'need to know basis' at the Head of School's discretion.

Any issues must always be communicated to a member of the school management team so that a solution can be reached as quickly as possible.

## **Daily contact**

Parents are able to communicate freely with teachers at either the beginning or end of the school day; however, please bear in mind that teaching commences at 8.00am. Therefore time is limited. If more time is required, an afternoon meeting is preferable and can be planned in advance.

When a child is just starting at the school, or in need of additional support, daily contact is vital.

The school's management team are available on a daily basis and contact with parents is encouraged.

### **School Agenda**

Each child from Reception to Year 2 has a school agenda which is used on a daily basis as a means of communication between the child, parent and the class teacher. The school agenda is printed and delivered to each child at the beginning of each term, listing all the school's activities which are scheduled.

Agendas are checked daily in class and are used as a regular method of communicating day-to-day school life, guided reading information and any other class activity or upcoming events.

Where face-to-face contact is not possible, parents are encouraged to actively use the agenda as another means of communication.

### **Weekly Homework and the Newsletter**

Every class in the school will send an email home on Friday to explain about what the children have been learning through the week. Attached to this is the whole school **Newsletter**. With this the children's homework ( Years 1-6) will be sent home for parents information.

### **Short Message Service (SMS)**

In emergency situations or for reminders, the school uses an SMS service. For this reason, it is vital that all mobile numbers are correct and updated with the Senior Administrator should they change. Parents are advised to ensure that their mobile phones are available to receive these updates.

### **Parent and Student Handbook**

At the beginning of each school year, , the school produces a comprehensive handbook which seeks to provide accurate and up-to-date information on all the aspects of school life. The school handbook is updated annually and contains a wide range of information on topics such as staffing

plans, uniforms and fees. The handbook is given to each parent, new and existing, at the start of term 1 each year. A PDF version of the handbook is available on the school website.

### **Year Book**

At the end of the school year, the school produces a year book which is a compilation of activities which have taken place at school during the year. The book includes class photos as well as pages from each class. Each family is given a copy of the yearbook at the end of the school year.

### **School website**

Our school website is updated regularly and contains as much information as possible regarding the curriculum, staff, background of the school, governance, school policies, admission details and procedures. There is also a photo gallery and many more articles and useful links on the website. It is strongly advised that the website is checked regularly for updates. The website can also be used to communicate emergency information should the need arise.

Parents are able to sign a waiver if they do not wish for their child/ren's photo to appear on the website on in a publication.

Communication can be made to school via a link on the website should parents wish to do so. Please refer to the school website policy for more information.

### **Parent-Teacher meetings/Student led conferences**

Above and beyond informal meetings with class teachers which can take place at any time, parents are encouraged to attend planned Parent-Teacher meetings which are scheduled in term 1 and student led conferences which are held in term 2. Times are mutually agreed within the given time frame. If requested Parent-Teacher meetings can be arranged by appointment in term 3.

### **Reports/ Online Journal**

In primary classes, the children receive two written reports a year. These are given out at the end of term 1 and term 3. Please refer to the school's Written Reports Policy for the format and content of these reports. The Early Years class receive a report at the end of the year with a 'special book' which is similar to a report with photos. Early years will be updated on their child's progress through

an online journal called 'tapestry', each week the class teacher will upload photos of your child's learning and assessment.

### **Class Parent Representatives (CPR)**

Each class selects a parent who supports the teacher regarding classroom communication such as class assemblies and arranging tuck shop for these assemblies as well as class parties. CPRs provide an additional layer of communication in the event of an emergency situation. The CPR is not involved in confidential communication with other class parents regarding children within their class.

### **Parent and Teacher Association (PTA)**

Ambrosoli International School has a lively and active PTA whose aim is to make all parents feel included and enthusiastic about school events and school life. The PTA acts as an additional channel of communication between parents, teachers and the Board of Governors.

### **Open Day**

During Open Day, existing and new parents are given free access to observe all lessons within the school. The date and time is published in the school agenda and on the calendar.

### **Transition Day**

In term 3 on a date and time agreed, children have time to experience their new classes and teachers (where possible) for the following school year. All new children are invited to attend as an opportunity to familiarise themselves with the school, their new teacher, procedures and fellow students.

