

2 COMMUNICATIONS

The School places great importance on having good, effective channels of communication. Communication between parents and the School can be in writing, by telephone, email or face to face. We may communicate with you via text message too.

It is especially important to let us know if your child appears unhappy or if there is anything which might cause them distress and affect their behaviour in school. We are happy to make an appointment to see you at a mutually convenient time. Alternatively, from 8.45 until the beginning of school the Head Teacher, or class teacher are available if you have any queries or concerns.

Absence from school

Any requests for planned leave of absence should be made in writing to the Head Teacher using the appropriate form available from the school office or our website. Legally, parents are not allowed to authorise an absence; only the Head Teacher is allowed to do this. Term time holidays are not encouraged as children's performance can be adversely affected. However, if this is unavoidable an application form must be completed beforehand.

Please note that any unplanned absence, such as illness, should be notified by phoning the School, as soon as possible- prior to 9.30am on the first day of the absence. A note confirming the reason for absence should always be brought on the first day the child returns.

Any request that a child should miss games or swimming lessons for medical reasons should be made in writing to the class teacher.

Parents' evenings and reports

Parents' evenings will take place in the Autumn Term and Spring Term. They are designed to give all parents the opportunity to discuss the progress of their children with the class teachers. Parents are also given the opportunity to discuss the end of year report in the summer term.

There is an appointment system in operation so that everyone has time for a private consultation with their child's teacher(s). If you should need longer than the specific time allocated, please do ask for another appointment with your child's teacher at another time. We do try to keep to the timetables made for that evening to prevent unnecessary waiting for parents later in the evening.

Written reports about your child's progress and achievement will be sent home at the end of the school year.

School communications with home

A newsletter is produced on an approximately monthly basis and sent home with your child. It contains reports on recent events and, more importantly, reminders of happenings in school in the immediate future. Your child may also bring home letters, notes and reminders from the class teacher- such as a termly curriculum plan. Please check their book bags regularly for any correspondence from school. We often **text message** parents to let you know to look out for a correspondence!

Website

The School website is a good source of information. There is childrens' work, policies, downloadable forms and information about the School amongst other things. Just favourite the following address- <http://trowseprimaryschool.co.uk/> Whenever the website is updated, you will be able to find out by checking on the home page, or, if you are a fan of Twitter, you can receive updates this way.

E-mail

If e-mail is your chosen method of communication, please contact office@trowse.norfolk.sch.uk. We will e-mail newsletters to you if this is your chosen method in order to save on paper, as well as ensuring you receive the newsletter!

Display boards

Outside school and in the entrance hall, there are boards giving all sorts of information to parents. Please take time to look at these so you are kept up to date with what your child, and the School, is doing.

Parent Forums

At Trowse Primary, we want to have a close working relationship with all parents. Approximately twice each term, the Head Teacher runs 'Parent Forums' in order to discuss educational topics, learning strategies and generally share information with parents that will, in the long term, benefit the learning of every child. We have discussed recently how to develop intrinsic motivation, websites to use at home, the role of the governing body and internet safety issues.