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# **Our Communication Charter**



## Our Communication Charter Summary

For communication between home and academy to be as supportive as possible, the following commitments should be made by staff and parents. When both parties are fully engaged in the partnership will be at its best.

Corby Primary Academy will:	Parents should:
Share the <b>Academy Development Plan</b> with parents via the website and Class Dojo so that everyone in the community is aware of the improvement priorities.	Read the development plan and understand that this is a positive document as education is always developing.
Update the <b>Calendar</b> on the website at the start of each term.	Check the calendar regularly and make a note of those events that relate to their child.
Add <b>Class Dojo</b> posts to the school story, individual class and year group stories to assist parents.	Read those Class Dojo posts that relate to their child and whole school to ensure they are keeping up to date.
Add <b>Class Newsletters</b> to Class Dojo and the academy website at the beginning of each term.	Read the newsletter so that they know what their child will be learning to enable them to support and to know about any upcoming key dates.
Respond promptly to <b>e-mails and telephone calls</b> from parents, ideally within 48 hours (during the working week and term time).	Appreciate that it can be difficult to fully explain in an e-mail and that sometimes arranging a meeting is better.
Provide every parent with an <b>end of year report</b> which includes information about their child's strengths and areas for development and targets for the next academic year.	Read the report and share it with their child. Support child at home to achieve the targets.
Leaders will operate an ' <b>open door</b> ' policy and endeavour to meet with parents whenever they come to the school office.	Make an appointment for a meeting or telephone call if a leader is not available.
Inform parents of clear targets for pupils at <b>Parents' Evenings</b> and in formal <b>reports</b> .	Attend parents' evenings where possible and read reports fully and discuss all feedback and targets with their child.
Provide a <b>Parent and Carer Forum</b> for parental views to be shared.	Participate, be honest and open, and reply with key opinions and comments.
Provide a <b>reading book</b> and <b>reading for pleasure book</b> for pupils to take home to support their reading development.	Complete their child's reading record 4 times a week.
Use <b>Social Media (Class Dojo, Facebook and Twitter)</b> as communication channels to advise on upcoming events and share what has been happening in academy.	Follow the academy on social media platforms to stay up to date. Any issues should be raised directly with the academy.
Academy to issue <b>Voice of Parent</b> survey in October each year and use this to support our continued improvement, as well as responding to the concerns raised.	Participate, be honest and open, and reply with key opinions and comments.
Send out a termly <b>Whole School Newsletter</b> with details of important dates and messages.	Read the newsletter to see what the children and the academy have been doing and know about forthcoming events.
Publish a termly list of <b>Workshops and Workshare Events</b> for parents to attend.	Make a note of the relevant dates to attend to enable them to keep up to date with what children have been learning.



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