



Tudor Grange Academies Trust

Home-School Communication Policy

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15.05.2025	1.0	New document
09.07.2026	1.1	Document review, additional bullets in paragraph 2.3. Paragraph 3.10 moved to 3.3 with subsequent paragraph renumbering. Link to Feedback, Concerns and Complaints Procedure added to Appendix 1. “we/our” clarified to school or Trust throughout.

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1 Introduction and aims

- 1.1 The purpose of this Home School Communications Policy is to establish clear guidelines and expectations for how communication will occur between school and home within Tudor Grange Academies Trust (“the Trust”, “TGAT”). This policy aims to strengthen the relationship between all parties involved, ensuring that all relevant information is shared in a respectful, and constructive manner.

This policy applies to all schools within the Trust, including teaching and non-teaching staff, students, and their parents or guardians. By setting clear expectations and providing a structured approach to communication, the Trust aims to create a cohesive and supportive environment that benefits everyone involved in the pupil’s educational journey.

- 1.2 The Trust believes that clear, open communication between the school and parents/carers has a positive impact on pupils’ learning because it:
- Gives parents/carers the information they need to support their child’s education
 - Helps the school improve, through feedback and consultation with parents/carers
 - Builds trust between home and school, which helps the school better support each child’s educational and pastoral needs
- 1.3 The aim of this policy is to promote clear and open communication by:
- Explaining how the school communicates with parents/carers
 - Setting clear standards and expectations for responding to communication from parents/carers
 - Helping parents/carers reach the member of school staff who is best placed to address their specific query or concern so they can get a response as quickly as possible

- Ensuring that all communication is guided by the core principles of transparency, respect, timeliness, and confidentiality. These principles foster an environment where parents and carers feel informed, valued, and respected.
- Committing to an inclusive environment where all voices are heard and valued, ensuring that everyone has access to the information and support they need to engage effectively with the school.

1.4 In the following sections, the Trust will use 'parents' to refer to both parents and carers.

2 Roles and responsibilities

Adapt this section as necessary.

2.1 Principal

The Principal is responsible for:

- Ensuring that communications with parents are effective, timely and appropriate
- Monitoring the implementation of this policy
- Regularly reviewing this policy

2.2 Staff

All staff are responsible for:

- Responding to communication from parents in line with this policy and the school's ICT (Information Communication and Technology) and Internet Acceptable Use Policy
- Working with other members of staff to make sure parents get timely information (if they cannot address a query or send the information themselves)

Staff will **aim** to respond to communication during core school hours (8.35am – 3.15pm), or their working hours (if they work part-time).

In line with promoting staff wellbeing and helping our staff find a suitable work-life balance, staff may work around other responsibilities and commitments and respond outside of these hours, but they are **not expected** to do so.

The ICT and internet acceptable use policy are appendices to the Online Safety Policy which is on the Policy page of the website.

Link: <https://www.tgacademy.org.uk/document/3917#online-safety-policy/>

2.3 Parents

Parents are responsible for:

- Ensuring that communication with the school is respectful at all times
- Making every reasonable effort to address communications to the appropriate member of staff in the first instance
- Responding to communications from the school (such as requests for meetings) in a timely manner
- Checking all communications from the school
- Supporting the Behaviour Policy of the school, including sanctions applied to their child

- Communicating any concerns through direct dialogue with an appropriate member of staff before pursuing the formal complaints process, in the interests of maintaining a positive partnership and securing timely and effective resolution
- Ensuring they do not use artificial intelligence tools in a way that unduly escalates or distorts concerns

Any communication that is considered disrespectful, abusive, or threatening will be treated in line with our Parent Code of Conduct.

Parents should **not** expect staff to respond to their communication outside of core school hours (8.35am – 3.15pm), or during school holidays. Please be aware that staff are extremely busy – they will respond to communications as soon as they are able to within the timeframes further in this policy.

Please use this [link](#) to the Parent Code of Conduct or find it in the Policies section of the Robert Smyth Academy website.

3 How we communicate with parents and carers

The sections below explain how the school keeps parents up-to-date with their child's education and what is happening in school.

Parents should monitor all of the following regularly to make sure they do not miss important communications or announcements that may affect their child.

3.1 Email

The school uses email to keep parents informed about the following things:

- Upcoming school events
- Scheduled school closures (for example, for staff training days)
- School surveys or consultations
- Class activities or teacher requests
- Detentions

3.2 Text messages

The school will text parents about:

- Attendance concerns and queries

3.3 Home-school communications app

My Child At School (MCAS) is our home-school communications app and this allows parents to see current attendance data and behaviour and assessment information.

At times the school may also use this app to make announcements about:

- Payments
- Reminders about events etc.
- Short notice changes to the school day
- Emergency school closures (for instance, due to bad weather)

3.4 School calendar

Our school website includes a full school calendar for the year.

Where possible, the school try to give parents at least 2 weeks' notice of any events or special occasions (including non-uniform days, special assemblies or visitors, or requests for pupils to bring in special items or materials).

Any such event will be included in the school calendar.

3.5 Phone calls

Staff may contact parents by telephone to check information, this may look like:

- Where a child does not have the correct equipment (e.g. packed lunch, PE kit, musical instruments)
- Regarding payments
- Attendance
- Behaviour or if there are other concerns.

Staff can contact parents to make them aware of positive achievements and progress their child has made.

3.6 Letters

The school sends the following letters home regularly:

- Letters about trips and visits
- Consent and medical forms
- Parents' evenings
- Weekly Principal letter

3.7 Reports

Parents receive assessment reports from the school about their child's learning at two points during the year following the two Trust assessment periods for their child's year. This is available through My Child At School (MCAS) and parents are notified of this via email.

We also arrange meetings where parents can speak to their child's teachers about their achievement and progress (see the section below).

3.8 Meetings

We hold an online parents' evening, over two nights each year for each year group, apart from the Sixth form which has one per year group. During these meetings, parents can talk with teachers about their child's achievement and progress, the curriculum or schemes of work, their child's wellbeing, or any other area of concern.

The school may also contact parents to arrange meetings between parents' evenings if there are concerns about a child's achievement, progress, or wellbeing.

Parents of pupils with special educational needs (SEN), or who have other additional needs, may also be asked to attend further meetings to address these additional needs.

3.9 School website

Key information about the school is posted on the school's website, including:

- School times and term dates
- Important events and announcements

- Curriculum information
- Important policies and procedures
- Important contact information
- Information about before and after-school provision

Parents should check the website before contacting the school.

3.10 Social Media

The Trust is committed to using social media platforms responsibly, ensuring that all content shared aligns with the Trust's educational values and promotes a positive and respectful environment. This includes sharing updates, announcements, and celebrating student achievements in a manner that adheres to the school's policies on privacy, inclusivity, and safety. The Trust also expects parents to use social media responsibly when engaging with the school community. This includes refraining from sharing personal information about students, staff, or the school without consent, and maintaining respectful and constructive communication in online discussions related to school matters.

We maintain a Robert Smyth Instagram page and this is used to broadcast information about events and celebrate student success and experiences. We will only publish content that supports a responsible image and information sharing protocol to ensure the safety and security of everyone in our school community.

4 How parents and carers can communicate with the school

Parents should use the list in appendix 1 to identify the most appropriate person to contact about a query or issue, including the school office number and email address.

Staff do their best to be supportive and address any issues as soon as they can. The school understands that sometimes parents/carers can be upset about issues, but the school expects discussions to take place in a calm and non-threatening way. Trustees will not tolerate aggressive behaviour towards TGAT Staff and the Trust's Parent Code of Conduct outlines the Trust's expectations and response if this occurs.

4.1 Email

Parents should always email the school, or the appropriate member of staff, about non-urgent issues in the first instance.

The school aims to acknowledge all emails **within two working days**, and to respond in full (or arrange a meeting or phone call if appropriate) **within five working days**.

If a query or concern is urgent, and parents need a response sooner than this, they should call the school.

4.2 Phone calls

If parents need to speak to a specific member of staff about a **non-urgent** matter, they should email the school office and the relevant member of staff will contact them within two working days.

If this is not possible (due to teaching or other commitments), someone will respond to schedule a phone call at a convenient time. The school aims to make sure parents have spoken to the appropriate member of staff within five days of your request.

If the issue is urgent, parents should call the school office.

Urgent issues might include things like:

- Family emergencies
- Safeguarding or welfare issues

For more general enquiries, please call the school office.

4.3 **Meetings**

If parents would like to schedule a meeting with a member of staff, they should email the appropriate email address (see appendix 1), or call the school to book an appointment.

The school tries to schedule all meetings **within five working days** of the request.

While teachers are available at the beginning or end of the school day if parents need to speak to them urgently, it is recommended they book appointments to discuss:

- Any concerns they have about their child's learning
- Updates related to pastoral support, their child's home environment, or their wellbeing

5 **Inclusion**

It is important to the Trust that everyone in the school community can communicate easily with the school.

5.1 **Parents with additional communication needs**

The Trust aims to make communications accessible to all. The school has taken the following steps to achieve this:

- All whole-school announcements and communications (such as email alerts and newsletters) are made available in multiple formats
- All communications are written as clearly and concisely as possible
- Accessibility is considered when designing/updating the school website using text colours that show up clearly against the background colour]
- Staff are trained on accessibility and will endeavour to provide information in an accessible format

Parents who need help communicating with the school can request reasonable adjustments, such as:

- School announcements and communications in accessible formats
- Sign language interpreters for meetings

Please contact the school office to discuss these.

5.2 **Parents with English as an additional language (EAL)**

The school currently makes whole-school announcements and communications (such as email alerts and newsletters) available in the following languages:

- English

Parents who need help communicating with the school can request the following support:

- School announcements and communications translated into additional languages
- Interpreters for meetings or phone calls

The school can make additional arrangements if necessary. Please contact the school office to discuss these.

6 Monitoring and review

The Principal monitors the implementation of this policy and will review the policy every 2 years.

The policy will be approved by the Local Governing Body (“LGB”).

The Trust welcomes feedback from parents, guardians, and students on communication practices. To provide feedback please contact office@robertsmyth.tgacademy.org.uk

7 Links with other policies

The policy should be read in conjunction with the Trust’s policies on:

- Online Safety Policy and ICT Acceptable User Agreements
- Parent code of conduct
- Adult code of conduct (volunteers and staff)
- Complaints
- Home-school agreement
- Staff wellbeing
- Social media policy
- Data protection & privacy policy

Appendix 1: School contact list

Who should I contact?

Parents can use both email and the telephone to contact the school about general concerns or to reach a specific member of staff, please see the options below to assess which medium is most appropriate for your query.

If you have questions about any of the topics in the table below, or would like to speak to a member of staff:

- Email or call the school office on <mailto:office@robertsmyth.tgacademy.org.uk> or call 10858 440770
- Put the subject and the name of the relevant member of staff (from the list below) in the subject line (for emails)
- The school will forward your request on to the relevant member of staff

Remember: check our website first, much of the information you need is posted there.

The school will try to respond to all emails **within two days**.

I HAVE A QUESTION ABOUT...	WHO YOU NEED TO TALK TO
My child's learning/class activities/lessons/homework	Your child's [class teacher/subject teacher] office@robertsmyth.tgacademy.org.uk
My child's wellbeing/pastoral support	office@robertsmyth.tgacademy.org.uk FAO your child's tutor in the subject line Safeguarding@robertsmyth.tgacademy.org.uk
Payments	Studentservices@robertsmyth.tgacademy.org.uk
School trips	office@robertsmyth.tgacademy.org.uk
Uniform/lost and found	Studentservices@robertsmyth.tgacademy.org.uk
Attendance and absence requests	If you need to report your child's absence please complete the online form that can be found here or on the homepage of the website If you want to request approval for term-time absence, please use this email address studentattendance@robertsmyth.tgacademy.org.uk
Bullying and behaviour	safeguarding@robertsmyth.tgacademy.org.uk
School events/the school calendar	office@robertsmyth.tgacademy.org.uk
Special educational needs (SEN)	rsasend@robertsmyth.tgacademy.org.uk

I HAVE A QUESTION ABOUT...	WHO YOU NEED TO TALK TO
Hiring the school premises	Please complete the form on the school website here
Governing board	rcockburn@robertsmyth.tgacademy.org.uk
Catering/meals	office@robertsmyth.tgacademy.org.uk

Complaints

If you would like to file a formal complaint, please follow the procedure set out in our Feedback, Concerns and Complaints Procedure.

<https://www.tgacademy.org.uk/document/3884#feedback-concerns-and-complaints-procedure/>