

James Dixon Primary School

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Primary



Preschool Communication Procedure

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Contents

1. Introduction and aims
 2. How we communicate with parents
 3. Classdojo
 4. Role of the staff
 5. Parental responsibilities
 6. Other forms of communication
-

Introduction and Aims

We believe that clear, open communication between the Preschool and parents/carers has a positive impact on pupils' learning because it:

- Gives parents/carers the information they need to support their child's learning and development
- Builds trust between home and Preschool, which helps the Preschool better support each child's learning and development
- The aim of this procedure is to promote clear and open communication by:
- Explaining how the Preschool 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
- In the following sections, we will use 'parents' to refer to both parents and carers

How we communicate with parents

The Preschool uses the following methods of communication with parents:

- ClassDojo
- Email
- In person
- Telephone
- Text message

ClassDojo



The Preschool uses the [ClassDojo app](#) to communicate with all the parents. This is free to download and enables the staff to connect with all parents at once. The ClassDojo app also allows parents to translate messages into other languages. It allows the staff to send secure messages along with sharing photos and videos to give everyone a window into the Preschool day. Each child has their own secure portfolio page which both staff and parents contribute to. The app allows parents to share home learning which is added to each child's portfolio to record a complete picture of their learning journey through Preschool.

Role of the Staff

All staff are responsible for:

- Ensuring that all communications are respectful at all times
- Uploading content onto the ClassDojo every week
- Ensuring that posts contain relevant and helpful information regarding whole class activities
- Posting reminders of important dates using the upcoming events calendar
- Ensuring posts on individual children's portfolios are positive and relate to the learning goals in the Early Years Foundation Stage Curriculum (EYFS)
- The Preschool Manager is responsible for responding to direct messages from parents and corresponding to them on the same day. Messages received between 8:15AM and 3:15PM will be responded to after 3:15PM

Parental Responsibilities

Parents are responsible for:

- Ensuring that communication with the Preschool is respectful at all times
- Posting only positive comments which are relevant to their child's learning and development
- Posting home learning materials that contribute to their child's portfolio and reflects the learning goals in the EYFS
- Using the school office to notify the Preschool of any absence, illness or injuries at home using the forms available on the school website [here](#) (see Links)

Other forms of communication

Text messages are used for;

- Notifying parents of upcoming events
- Reminders
- Any school closures

Emails are used for:

- Notifying parents of accidents via Medical Tracker
- Sending forms to be completed by parents for example- forest school medical forms and accident at home forms

In person

- Parents can ask to speak with the class teacher after school with a prior arrangement
- Telephone
- The school will notify the parents by phone of any major accidents