



# Houghton Primary School

## Communication and Reporting

At Houghton School we work hard to provide clear, accessible information to parents and carers by the following means:

### School Website: [www.houghton.cambs.sch.uk](http://www.houghton.cambs.sch.uk)

Our school website is updated at least once a week and provides immediate access to all the latest news together with a wide range of information for parents and carers.

### Newsletters

We send out class newsletters every term and school newsletters monthly during the school year. Newsletters are sent out in hard copy format, by email and are available to download from our website.

### Other letters/emails

We send out information and letters by email to over 60% of our families and are aiming to increase this percentage over the coming year. All other families receive letters from the school via their children.

### Informal Meetings

The Headteacher is on the playground most mornings and enjoys welcoming families on their way into school. Teachers open their classroom doors directly on to the playground and are happy to talk to parents briefly at the beginning of the school day or for lengthier chats at the end of the school day. If parents need to discuss a matter in some depth with a member of staff we advise them to make an appointment so that we can ensure that uninterrupted time can be given.

### Parent Information Evenings and Workshops

We run Parent Information Evenings and Workshops during the school year. Recent events have included a Reading Evening, Assessment Information Evening and a Maths Workshop for parents and carers. Next year we will be running a series of information events centred on enquiry-led learning.

### Parent/Teacher Meetings

We hold Parent/Teacher Meetings in the Autumn and Spring terms. The purpose of these is to be able to share information about children's progress, achievement and well-being. If there are any concerns about your child we will not wait until this type of meeting but will contact you and arrange a separate appointment whenever necessary.

### Annual Reports

Your child will receive an Annual Report in July each year. The report is written by the class teacher and will give you information about your child's attendance, progress, achievement and well-being as well as an over-view of the opportunities they have had to learn over the previous year. We ask parents and carers to make a comment on their child's report and return a copy to school for our records.

### Meetings by Appointment

Parents and Carers can make appointments at any time during the school year to see the teachers or headteacher. We will also contact you to make an appointment if we need to speak with you about your child.