Roots Federation

EDUCATIONAL EXCELLENCE FOR EARLY YEARS

Roots Federation

Communication Strategy

Why have we reviewed communication?

- The parent surveys from all three schools highlighted communication as an area for development

- The statutory framework for the Early Years Foundation Stage is very clear about the requirement to remove any activities that take staff away from children for prolonged times. This prevents them from interacting with children

- Research shows that children thrive when they have a good home learning environment-this can be achieved best through regular, pertinent contact between home and school with a focus on education.

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Communication Strategy
2022-2023

Why do we need a Communication Strategy?

To clarify

- WHAT information will be shared

- WHEN it will be shared

- HOW it will be shared

- WHY it is being shared

Our Ethos on Gathering information and Supporting Learning

- Dedicating all of our time in session staying 'in the moment' with your child

- Dedicating all our time out of session directly communicating with you as their first educator

When an adult takes a photo of a child…

- They place a barrier between them
- The adult cannot interact with the child
- Children are not always natural in their play when they see a photo being taken-the photo being taken stops their play.

Interesting to note…

To take a photo and then write up the observation takes at least 10 minutes. If a key person has 6 children in their group (and most have more!) this takes an hour. If every Key person in the room does this, and there are at least 4 in each room, that is 4 hours lost that could be spent interacting with your child or yourself.

	Media used and frequency	Information Shared
Individual Information	**Catch up Calls** *Fortnightly*	***Individual information is shared:*** • What your child has achieved/shown interest in • What we are currently working on with your child • Ways to support current targets at home
	Individual Summaries *Termly*	**A summary report that gives information on:** • Your child's progress for the term • Your child's next steps
Keygroup information	**Daily Board (HL)** *Daily at the end of a session*	***Key group information is shared:*** • An example of one learning experience is shared on the board at the end of each session so that you can discuss with your child
	Octopus *Daily report emailed*	***Both keygroup and individual information can be shared:*** • One activity the keygroup carried out that day • Individual reports if there has been an incident/accident/nappy change • Pastoral information included for children in Orange/Daycare (sleep/food eaten)
	MarvellousMe! *Weekly*	***Key group information is shared:*** • What your child's keygroup book is for the week/fortnight • The vocabulary they are learning to support access to the book • The story map produced to aid retelling the story at school and home • Messages specific to your child's group
Whole School Information	**Emails** *At least weekly*	***Whole school information is shared:*** • School information-(e.g. trips/payments/specific resources required) • Urgent Messages (e.g. school closure/changes of plan)
	Newsletter *Weekly*	***Whole school information is shared:*** • Information about what has been happening in the school • Reminders: • Events coming up
	Facebook *Weekly*	***Whole school information is shared:*** • Information about what has been happening in the school • Examples of activities/experiences/celebration of work
	Information Presentations *Half-termly*	**A presentation for parents/carers to give information on:** • How we approach teaching and learning in specifc areas (such as maths/phonics/writing) • How to support your child's development in this are at home.
	Website	**A great source of information about the school including;** • Mission, value and aims • Staffing • Policies

What information we will share and how we will share it

Three types of information we will share…

- *Individual Information*

- *Key Group Information*

- *Whole School Information*

Individual Information

	Media used and frequency	Information Shared
Individual Information	**Catch up Calls** *Fortnightly*	***Individual information is shared:*** • What your child has achieved/shown interest in • What we are currently working on with your child • Ways to support current targets at home
	Individual Summaries *Termly*	**A summary report that gives information on:** • Your child's progress for the term • Your child's next steps

Keygroup Information

	Media used and frequency	Information Shared
Keygroup information	**Octopus** **(formerly known as Nursery Genie)** *Daily report emailed*	***Both keygroup and individual information can be shared:*** • One activity the keygroup carried out that day • Individual reports if there has been an incident/accident/nappy change • Pastoral information included for children in Orange/Daycare (sleep/food eaten)
	MarvellousMe! *Weekly*	***Key group information is shared:*** • What your child's keygroup book is for the week/fortnight and the new vocabulary they are learning to support access to the book • The story map produced to aid retelling the story at school and home • Messages specific to your child's group

Whole School Information

	Media used and frequency	Information Shared
Whole School Information	**Emails** *At least weekly*	**Whole school information is shared:** • School information-(e.g. trips/payments/specific resources required) • Urgent Messages (e.g. school closure/changes of plan)
	Newsletter *Weekly*	**Whole school information is shared:** • Information about what has been happening in the school and the Federation • Reminders: / Events coming up
	Facebook *Weekly*	**Whole school information is shared:** • Information about what has been happening in the school • Examples of activities/experiences/celebration of work
	Information Presentations *Half-termly*	**A presentation for parents/carers to give information on:** • How we approach teaching and learning in specifc areas (such as maths/phonics/writing) • How to support your child's development in this are at home.
	Website	**A great source of information about the school including;** • Mission, value and aims • Staffing • Policies

Sharing Information with us

Catch up Calls

- Main source of parental information sharing

Email in Photos/Comments

- A way to share images/experiences/images: Please email these to the following email address:

  sharemychild@murielgreen.herts.sch.uk

  sharemychild@heathlane.herts.sch.uk

  sharemychild@oeyc.herts.sch.uk

Need to speak to the Keyperson?

- If you need to speak to your child's keyperson at any time between calls please email your school's admin team and they will get the message to the keyperson They may not be able to return your call immediately as they will be in session teaching but will call as soon as it is convenient and safe to do so.

All communication should be…

- *Meaningful*

- *Manageable*

- *Motivating*

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