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Part of the Midsomer Norton Schools Partnership

Friday 18th October, 2019

Data Collection and Home School Agreement

(IMPROVING PARENT COMMUNICATION)

Dear all,

Keeping information up to date is very important for the school to run efficiently and safely. Please could we ask you to help us with this task, by checking the information we hold on our records for your child.

- Data Collection Sheet – verify the information, sign and date and return to the school office (even if all of the information is correct)
Please return the signed form by **Thursday 24th October, 2019**.
- Home School Agreement –this has changed for this academic year, therefore we are asking all families to read through the revised agreement, sign and return to school.
Please return the signed agreement by **Thursday 24th October, 2019**.

For more information about how your data is managed, please refer to a copy of the Midsomer Norton Schools Partnership Trust Fair Processing Notice for Parents and Students, which is available on the [Trust website](#), our [school website](#) and by request as a paper copy from the school office.

Communication

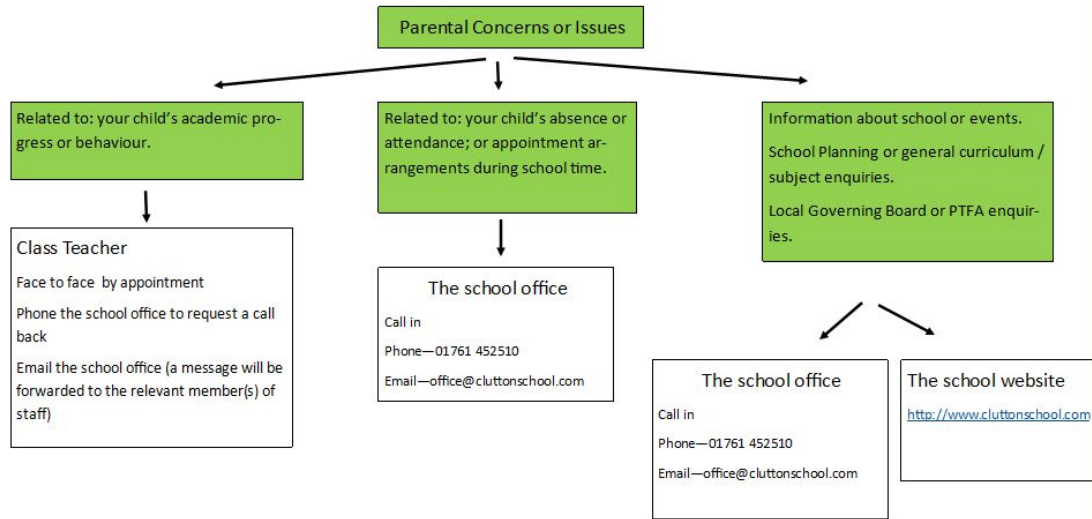
Home - School partnerships are very important. Our school communication protocol covers all aspects of how families and school need to communicate effectively. This has been written in consideration of the safety of everyone in the school, is best practise and is supported by our Local Governing Body.

There is a simple flowchart to guide you through the most common paths of communication, see below. The flow chart is also displayed throughout the school and on the [school website](#).



Communication Flow Chart

To be read alongside the communication protocol



A full copy of the communication protocol is available on the [office > information for parents page](#) of our school website, or by request as a paper copy from the school office.

With the start of the new term there are a lot of new things to take on board, however please be reminded of the protocol for children arriving or leaving school inside school hours (8:50am and 3:15pm): (ref. communication protocol Appendix 4)

Protocols for Attendance: (sickness, appointments during the school day

- All information regarding a child's absence must be reported directly to the school office by the parent or carer of the child.
- We understand that some medical appointments during the school day cannot be avoided. All information regarding a child's appointment (including a letter, email or appointment card) must be reported to the school office by the parent or carer of the child.
- The school office can be notified by telephone, in person, via the [contact page](#) of the school website, or directly by email to the office email address office@cluttonschool.com.
- All children leaving or arriving during the school day (8:50am to 3:15pm) must be signed in / out, at the school office, by the parent or carer with them. Children will be taken into class or collected from class by a member of staff available. This is to avoid interrupting the lesson in progress, and ensures the safeguarding and health and safety of all children and staff in the school.

- If a medical appointment is in the middle of the school day, children are expected to be in class before and / or after the appointment.
- For safeguarding reasons, if you need to collect or drop off your child during the lunch hour (12-1pm) for an appointment, please pick up by 12pm from the school office, and drop off at 1pm, again to the school office.

As a polite reminder, the class WhatsApp groups are fantastic for communicating between families. However, the home school agreement does highlight that families will “refrain from using social networking sites to discuss sensitive issues about the school.” Please inform the school directly if you have any concerns about your child’s progress, sensitive issues concerning the school, medical concerns, etc. This will avoid any confusion around messages coming officially from the school, in a timely and appropriate manner.

Thank you for supporting us maintain a safe and happy environment for everyone in our school.

Please return the enclosed Data Collection sheet and Home school Agreement by **Thursday 24th October, 2019.**

Thank you for your continued support.

Kind Regards



Liz Ennew (Head teacher) and the School Office Team.

