

CPJA Action Plan



Discussion Point	Action	Responsible	By...
<p>Parents like the opportunity to see teachers regularly on a morning. This works effectively where it is happening consistently.</p>	<p>All staff to be available on the playground from 8:45am.</p>	<p>All staff</p>	<p>April 18</p>
<p>Text messages can be confusing, particularly with siblings in school</p>	<p>Text messages will be prefixed by: All, the particular class, or year group</p>	<p>SLT & office</p>	<p>April 18</p>
<p>Letters are not always of a consistent format which can mean key information is missed. Communication during trips.</p>	<p>A letter template will be created for different types of letters. A checklist will be provided for office staff to do a final review of what information should be included. This also allows information to be distributed by e mail and added to reception letter racks. A streamlined strategy will also be used to improve communication during trips.</p>	<p>SLT & Office</p>	<p>May 18</p>
<p>Diary of events would be useful so that parents can plan well in advance</p>	<p>Termly newsletters will list the upcoming events. An App named 'Bloomz' is being launched across school shortly, where reminders can be added that will alert parents when key events are due to take place. This APP will also allow teachers to communicate with their class' parents and parents can contact the teacher if needed.</p>	<p>SLT</p>	<p>May 18</p>
<p>Communication to one primary contact/separated families</p>	<p>Due to the sensitive nature of managing family relationships, school will communicate with the primary contact first – or follow the steps agreed by the family and noted on the child's contact form. Additionally, all information will be available by normal channels to ensure fair access for all.</p>	<p>All staff</p>	<p>April 18</p>
<p>Homework inconsistencies</p>	<p>A Parent Forum will be arranged to discuss homework concerns with parents. Homework is always reviewed by school, following formal and informal feedback from parents and children, in time for the new year.</p>	<p>SLT</p>	<p>July 18</p>
<p>Friday morning curriculum activities, class assemblies, other events that parents are invited to attend</p>	<p>Such events are to give as many parents and carers the opportunity to be involved in school life with their child. Consideration will be taken to ensure that events timings vary in order to take into consideration working parents where possible.</p>	<p>SLT</p>	<p>May 18</p>

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<p>Website</p>	<p>The school have Ofsted obligations to maintain a website, rather than a social media page. The website must contain key information – as specified by the DFE. This will continue to be maintained in light of this. The layout and content will be reviewed in order for it to render effectively on tablets and mobile devices.</p>	<p>SLT</p>	<p>April 18</p>
<p>Inconsistency of message</p>	<p>This generally occurs when staff attempt to support parents and carers who are experiencing specific difficulties. Although some flexibility has to be retained for this reason, the school will endeavour to ensure changes to communication are fit for purpose for the vast majority. Parent Forums will continue to be arranged to consult with parents who are willing to give us this time.</p> <p>More streamlined systems, as detailed above, will help with this.</p>	<p>SLT and all staff</p>	<p>April 18</p>
<p>Parent involvement</p>	<p>Regular Parent Forums are established to provide two way feedback with an impartial facilitator (school Governor). The next parent forum date and topic will be sent out when a suitable date can be arranged with Governors.</p> <p>A feedback box will be available in reception to enable parents to provide any comments to develop the service we provide.</p>	<p>SLT & Gov. organised</p>	<p>Ongoing</p>
<p>Parent Teacher Association Pupil Newsletter</p>	<p>Requests to join our very small PTA were sent out early in the year. These will be repeated to enable other parents who are interested to join.</p> <p>The pupil newsletter will be discussed with the School Council and actioned when possible.</p>	<p>SLT & school staff</p>	<p>June 18</p>

Please also remember that members of the Senior Leadership team are always available by appointment, or on the playground. We welcome your support and want to ensure that your child is happy at school. Do not hesitate to discuss any concerns, or questions you have in person with us. We also endeavour to learn from other schools – as we do in all school improvement issues – to continually improve the service we provide.