



7 November 2023

Dear Parent/Carer,

How Finham Park School communicates with parents/carers

We would like to take this opportunity to inform new parents/carers, and remind existing ones, of the various means we have to communicate with you and the method the school will use for different types of communication/information.

Email (via Schoolcomms) – this is used in the main for whole school/year specific/subject specific letters informing parents of various events and general matters relating to the school or school day. This is one of the most important methods of communication that we use.

School website – this is the 'front door' of our school, often the first point of reference for new parents, visitors, etc. Here you will find information about all aspects of our school including from subjects; exams; certain school policies; student well-being etc and also a contact form (click on Email icon on header) if you need to send a communication and are not sure who to address it to. <https://finhampark.com/>

Parent Forum – in which we can share proposals, answer questions and gather ideas. Dates, times and agendas for termly Parent Forum meetings are sent via the school emailing system to all parents/carers.

Facebook - The school Facebook page is for parents to receive general notices, reminders and school news; often if we have an important message to transmit during the school day we will put a notice there as well as sending an email. Parents should be aware that it is not always checked daily and so messaging through FB is not the best way to contact the school. They should rather use the contact form on the website or go via their child's mentor.

<https://www.facebook.com/Finham-Park-School-102444378257753>

Twitter - is another public face of the school so is used for celebrating the events and achievements of the school and our students. There are also sometimes important reminders posted but only once they have been emailed.

<https://twitter.com/FinhamPark>

Neither Facebook nor Twitter is a replacement for checking emails, so please do not use social media platforms as the only source of information. You will also find that letters sent home are added to our website, under "Letters and News".

It is important that any concern you may have is raised to the right level (as below) which will enable us to address them more quickly. When initiating contact with the school it is unusual that a concern will need to be referred to a senior leader in the first instance. In cases where a concern does not reach the correct person, you will be referred to the right person as quickly as possible.



Reason for contacting the school:	Person referred to:
Attendance	Mentor
Classroom/lessons/home learning	Subject teacher
Teacher related issue	Head of Department
Whole school related/clarifications	Mentor
Bullying issues – initial contact	Mentor
On-going issues - subject	Head of Department
On-going issues - pastoral	College Leader
Safeguarding/Child Protection	Safeguarding/Deputy Safeguarding Lead

Home Learning

I would like to take this opportunity to remind you of our expectations regarding home learning. Our policy on home learning states that teachers will only set tasks which directly impact progress and support the learning happening in the classroom. Home learning will not be set for the sake of it and will typically include reading or watching something to prepare for a lesson, revision and consolidation activities or practicing core skills. We found through our experiences with remote learning that Google Classroom is by far the most effective and popular way of sharing resources and setting work, therefore most home learning tasks are now set on <https://classroom.google.com/>; every class has an individual classroom which your child should have joined. Mentors have a complete list of all codes for each student so should be able to help if there are any you don't have.

For students who are too ill to attend school, as per usual practice, classwork will not be set. We would expect those students to focus on their recovery and, when they are well enough to return to school, teachers will support them to catch up with what has been missed.

I do hope that you find this information useful and that it helps to clarify the various methods we use to communicate with you and what you can expect.

Thank you for your continued support.

Your faithfully,

Mr R Morey
Deputy Headteacher