



Communication Policy

2023 – 2024

Approved by:	Ms. Jan Steel
Date of review:	September 2023
Next review date:	September 2024



At GEMS RDS communication is timely, informative and has impact of the overall positive ethos of the school. Communication is key and something that drives the school forward for the whole community.

1 Introduction

1.1 Good communication between home and school is essential. Children achieve more when schools and parents work together in partnership.

1.2 Effective communication enables us to share our aims and values through keeping parents well informed about school life. This reinforces the importance of the role that parents play in supporting the school in educating their children.

1.3 We communicate with parents through a range of different sources to ensure the most efficient method and accommodating the needs across all families;

- face to face communication, email, phone calls, TEAMS meeting, Reading diaries, Learning Ladders at Home, 2Simple Evidence Me (Foundation Stage), Seesaw, GEMS Connect, Phoenix.

2 Reporting to parents: children's achievements

2.1 Written Reports - Termly update reports provide a snapshot of the child's achievement and comments on attitudes to learning. End of year reports to parents give more detail on each child's progress in the various areas of learning in either the Early Years Foundation Stage or National Curriculum subjects as well as Arabic and Islamic Education for Y1-Y6. These reports identify areas of strength and next steps. Reports are uploaded to Phoenix.

3 School website, GEMS Connect and prospectus

3.1 The school website, our GEMS Connect App and the prospectus contain an extensive range of information giving parents a full picture of the provision we provide at our school. These are updated frequently to keep our community informed about the school, important dates, celebrations and learning.

4 Public access documents

4.1 The school makes available a range of documentation for parents. Much of this is on our website and other policies and general communication documents are available on request.

5 Home-school communications

5.1 As well as receiving written reports, parents are invited to a 'meet the teacher' event early in Term One, termly Progress Picnics and parent /teacher conferences. These events give parents the chance to look at their child's work, celebrate successes and support the child with any areas of development.



5.2 The PRE sends a weekly newsletter to parents via email. It contains general details of school events and activities. Where possible, all communication from the school is electronic in the form of email, GEMS Connect, Social Media and SMS.

5.3 Throughout the year all teachers provide information about learning and the curriculum to the parents via the following digital platforms:-

- **Seesaw** – This platform is used to share student work and acts as a store for resources and home learning tasks. Parents can access this and see exemplars of their child’s work.
- **Email** – weekly Review/ Previews from each year group capture the week’s learning and shares the next weeks focus with parents. Homework and important dates and events are also shared.
- **Learning Ladders at Home** – This platform enables parents to view the curriculum objectives alongside a bank of teacher written resources which break down the curriculum, helping you to help your child at home.
- **2Simple Evidence Me: Foundation Stage**- This platform is used to directly upload observations on the go, it captures the learning moment for all the children. It targets objectives, tracks progress for individuals, groups, and whole class, and produces curriculum coverage reports for both teachers and parents.

5.4 The school encourages parents to communicate and share information about their child at the earliest opportunity and keep an open dialogue with school in an open, polite and honest manner.

Teachers will communicate with parents frequently at end of day collection and will always make a personalised contact at least monthly. This is recorded on Pulse.

It is always possible to speak to any teacher and we would encourage parents to email or contact the office to make an appointment at a mutually convenient time so that learning is not disturbed.

5.5 Regular Parental workshops are held throughout the year to equip parents with tools to help extend learning at home. These will be in school with the facility to LIVE Stream the workshop to parents who are unable to make the meeting physically in school. *This is subject to a full return in Sept 20 due to COVID Compliance. Alternative arrangements will be made to accommodate regular contact for parents until further notice.

5.6 Email: Teachers endeavour to respond to emails within 24 hours. *Should the query take longer a responsive email will be sent allowing a further 48 hours for a more detailed response or meeting to be organised.*

5.7 If a child is absent from school, and we have had no indication of the reason, we contact a parent via an automated sms, asking them to notify us of the reason for their child’s absence. *Please see the Attendance and Punctuality policy for full details.*



GEMS Royal Dubai School Communications Policy

