



Communication is key and this guidance sets out the ways this works at DPS.

The most crucial part to be remembered is that **our door is always open.**

You can **at any time** email info@deerparkschool.org.uk to request a meeting with your child's class teacher, Mr Lee, Miss Coward, or Miss Levene to discuss the school or your child.

Communications about the curriculum

1. Curriculum Meetings with the class teacher will take place in the opening weeks of the Autumn 1 Term. Families can attend in person or watch via zoom. This is an opportunity to familiarise yourself with the classroom, the staff, and the curriculum. In addition, it is an opportunity for you to ask questions.
2. There are two ten-minute family consultation meetings in Autumn 1 and Spring 2. There will be three opportunities throughout the year for you to review your child's books in Autumn 2, Spring 1 and Summer 1. These will take place at different times to accommodate family's different schedules.
3. There are curriculum progression maps for all subjects that will be revised and placed on the website. There are individual year group curriculum maps and class timetables that have been made available to you via email. These documents enable you to keep abreast of the subjects your child will be learning about all year.
4. The PE curriculum document sets out what PE your child is being taught that term. EYFS & KS1 (Reception, Year 1 and 2) will have their lessons at school and KS2 (Year 3-6) will go to Marble Hill Park, Pools on the Park, or Cambridge Gardens Tennis Courts on their PE day. If your child's PE day is going to change then we shall inform you in the last week of the preceding term by email.
5. When a workshop is organised to support families, the relevant year group or phase will receive an email setting out the date, time, and location. As it is extremely difficult to schedule a time suitable for all families, this meeting will be also on Zoom live for those that cannot attend and it will be recorded.

Communications about events

1. Whole School Events Overview document sets out the events that will take place this year. If it is changed it will be re-sent and the changes made will be made clear. These dates will be repeated in weekly emails from Mr Lee and in the DPS Newsletter.
2. PTA events will be published via email from the PTA.
3. Weekly emails from Mr Lee. These celebrate the events in the school week, make book recommendations, signpost families to local events and give information updates.
4. Bi-weekly DPS Newsletters with news, reminders, and requests for support. Periodically, there will be extra information that may be useful on the 'Spotlight On' page and the OHM page.
5. Emails will be sent to the class or year group when there is an event that only affects that year group, phase, or class- for example, plays, trips, visitors etc.
6. In the last week of the half term, there will be an email explaining which house gained the most house points that half-term. The email will explain that children in that house may come to school on the first Friday back in their house colours and home clothes. This information will be repeated in the last Friday email of that half term.



Communications about your child's class

1. If there is an illness that may affect your child such as Chicken Pox or COVID you will receive an email from the school. Also, this will occur if there has been a reported case of head lice.
2. We will email your class if there are any significant changes in staffing, but we shall not inform you of any day-to-day changes or cover. If there are student teachers working in your class, we shall inform the class in advance.

Communications about your child

To the School

1. Call the school on 0208 353 4248 if it is urgent.
2. Hand any medication you wish your child to be given directly to Miss Caro or Mrs Khurana at the office window and complete a medical form.
3. If your child is ill, please call or email the school and leave a message briefly explaining the nature of their illness.
4. Email the school informing us about a future absence via email (info@deerparkschool.org.uk) and collect an absence request form from Mrs Khurana to request authorisation.
5. Email info@deerparkschool.org.uk if your child has forgotten books and or PE kit.
6. Email info@deerparkschool.org.uk if you wish to arrange a meeting **at any point** in the year with the class teacher after school. Your child's teacher will find a time and date suitable for you all and email you back.
7. If you need another adult to collect your child at home time, you will need to inform the office by email **by 2.30pm** at the latest. If you are running late, we will keep your child in Evening Owls until you arrive.

From the School

1. A phone call in the unlikely event that your child has bumped their head or is injured or is ill.
2. A phone call or email from your class teacher requesting a meeting about your child.
3. An email requesting for you to book a Family Consultation in December and March, or to arrange a time for an Inclusion meeting.
4. A school report setting out the progress and attainment your child has made in July in the penultimate week.
5. An email to request the return of a reading book from Miss Coward.
6. There may be a note in the yellow reading record requesting an increase in the frequency of reading at home or asking you to practise certain sounds or tricky words at home.

In relation to all emails of a non-urgent nature, the class teacher or member of staff will respond at their earliest opportunity, following the email being received in Info@. Please note that we do not ask our teaching staff to work on weekends or holidays. If you do not receive a response within three working days, then email Mr Lee-head@deerparkschool.org.uk or Miss Coward- v.coward@deerparkschool.org.uk