



Home-School Communication Strategy

Working Together to Nurture, Grow and Thrive

At Emmbrook Junior School, we believe that strong communication between home and school is essential to helping every child feel supported, confident and successful. By working together, we can ensure children are nurtured, supported to grow and encouraged to thrive.

How we will communicate:

We share information with parents and carers through:

The School Website

- For general information about our school
- For school calendar with key dates including term dates

Weekly Newsletter (on Fridays)

- Coming Up: list of reminders for the week ahead
- Weekly News: brief summary of events / topics relevant for that week
- Celebration Corner: details of celebration of achievements in and out of school
- Term Date: list of upcoming dates for the term ahead
- Other relevant information (e.g. from PTA, local events)

Whole School emails (as needed)

- For information about key whole school events or issues.
- These will all have a clear subject for easy reference

Targeted emails (as needed)

- For information relevant to a group of pupils (e.g. year group, class, sports team)
- Provides information about an event or issue relevant to that group
- These will have a clear subject for easy reference

Direct Communication

- Via face-to-face meeting, email or telephone
- Used for individual matters related to your child (e.g. learning need, illness, behaviour etc)

Nurture – Grow - Thrive



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How you can communicate:

Would you like to communicate about:				
your child's learning?	a pastoral concern (linked to individual needs, emotional wellbeing, personal problems)	a particular learning or physical need?	queries related to school administration?	queries related to a member of staff
↓		↓	↓	↓
Please contact your child's class teacher in the first instance as they will be able to provide the most accurate information about your child.		Please contact our Deputy Headteacher, Mrs Liddiard , who will advise on next steps and actions.	Please contact our Operations Manager, Mrs Freeman .	Please contact our headteacher, Mrs York .
If you feel that the class teacher is unable to help:				
↓	↓			
Please contact our Deputy Headteacher, Mrs Jones	Please contact our Family Support Work, Mrs Wade			
↓				
Please make an appointment to see our Headteacher, Mrs York , if you still remain concerned following the steps above.				
How to contact a class teacher:	On the playground at the end of the day via email: admin@emmbrook-jun.wokingham.sch.uk			
How to contact Mrs York:	On the gate at the start / end of the day via email: head@emmbrook-jun.wokingham.sch.uk			
How to contact Mrs Liddiard:	On the gate at the start / end of the day (Wed – Fri) via email: senco@emmbrook-jun.wokingham.sch.uk			
How to contact Mrs Jones:	On the gate at the start / end of the day (Mon – Wed) via email: admin@emmbrook-jun.wokingham.sch.uk			
How to contact Mrs Wade:	On the gate at the start / end of the day via email: admin@emmbrook-jun.wokingham.sch.uk			
How to contact Mrs Freeman:	via receptionist at the school office at the beginning / end of the day via email: admin@emmbrook-jun.wokingham.sch.uk			



Working Together

We ask that all communication between home and school is:

- Courteous and respectful
- Shared through the appropriate channels
- Focused on supporting children's wellbeing and learning

We are always happy to hear from parents and carers and value your role in your child's education.

