

Communication Policy

Parent to school communication is by email, in person, ringing the office, or via the Family app. Staff at Edinburgh Montessori Arts School aim to have regular and frequent conversations with parents/carers, ideally at drop-off and pick-up times. Please be aware that the number of children and the teachers' responsibilities may mean that teachers are not always available at these times. Should you wish to schedule a longer conversation with your child's teacher, this can be arranged through the office or directly with the class teachers via Family.

Parent-teacher conferences are held twice annually, and parents are required to attend at least one conference per year. Additional meetings can be scheduled at the request of either parents/carers or teacher. In Elementary, children receive a mid-term report and an end-of-year report; children in Children's House receive an annual report, which takes the form of a transition report for those moving into Elementary or into another school for Primary 1.

During the year you may wish to visit the school to observe your child during class time. Please arrange a time in advance with the teacher. Observation slots are always made available in the weeks leading up to parent-teacher conferences. On arrival class teachers will go over the visitor guidelines with you and you will be shown where to sit. Observations usually last for 20 minutes.

The School often communicates with parents via e-mail as well as via Family. Please ensure that the office has an up-to-date e-mail address for you and that you check your e-mail and Family regularly. Each classroom also has a designated e-mail address. We aim to reply to e-mail queries within 2 working days. Should you need to be contacted during the school day, for example if your child is ill or injured, the contact telephone numbers that you provide at enrolment will be used; these preferably include a mobile telephone number. Again, please ensure that all contact details are up to date in the Family portal.

In addition to e-mails and face-to-face conversations, the school also communicates with parents through the Family news feed, individual parent-teacher meetings, parent education workshops, and social events. Edinburgh Montessori Arts School aims to offer events on different days and at different times in order to accommodate the varying schedules of our families.

Parent Communication via Family and Transparent Classroom

All parents receive a log-in to Family. The Family parent portal is designed to allow information and communication to and from the school and amongst the school community. This community includes parents/carers, staff, specialists and any extended family parents have chosen to give access to their child's profile. It has a social-media style interface but is only visible to the school community. It is a paper-free option and the main way to update your child(ren)'s details and permissions that the school needs to have an up-to-date copy of each year, such as permission to receive first aid.

Parents are able to view details about their own child as well as relevant news feed posts and messages from the school either via their child's class team or as private messages. In your

profile, you can choose how to receive notifications from Family, such as a notification on your phone, as well as what you want to receive notifications about. Parents also have access to the school's calendar with events relevant to their child included. Parents can contact other families (as well as staff) via Family in private messages. No member of the school team is able to view private messages between parents unless a parent copies them into that message thread.

For children in Infant Community an on-line "learning journey" is provided within the Family app. For children in Children's House onwards, the Montessori-specific programme Transparent Classroom is used to track children's progress and provide parents with photos, updates, and reports.

Teens

Our adolescent students work in partnership with their guides to update their work timelines and record things they have been doing together. Student input in this process develops as their ability to record, review and plan evolve. They can view their personal timeline on the Transparent Classroom system and reporting is shared with each individual as well as their parents.