

Wicklewood Primary School and Nursery



Communications Policy

Responsible Person

The person for the updating of this policy is: The Headteacher

Review and Monitoring

This policy will be reviewed every 2 years by the operational committee.

Reviewed:

Signed: (Chair) Date: 8.2.17

Signed: Julia Brooks (Headteacher) Date: 8.2.17

Next Review due: Spring 2019

POLICY FOR COMMUNICATIONS

At Wicklewood Primary School and Nursery every effort is made to ensure that communication amongst all members of the school community – staff, children, parents, helpers and local residents is both effective and efficient at all times.

Staff Communication

A variety of means of communication are used to ensure that both teaching and non-teaching staff are kept fully informed about the life and work of the school.

- Most written communication is done via the register boxes or personal files for those staff who are not connected to a specific class.
- A weekly diary, usually composed by the Head, is sent out to all staff. This also includes non-urgent AOB from any staff member.
- Notices or information which arise for a specific day in the week are posted on the staff room notice board, which is updated every morning by the head teacher; other staff are welcome to add information to this daily notice board as necessary.
- All staff are expected to read this notice board at the beginning of the day.
- All school members have access to an electronic school calendar which they can edit.
- A “What’s happening when” sheet is compiled each term that shows the use of rooms and teaching spaces for the term.
- When significant discussions occur on an ad hoc basis, these are recorded on a “discussion” sheet which is filed in the staffroom.
- Other staff room notice boards include those for union information, bulletins, courses, information, meetings, or other news, social events and timetables. Staff are asked to post notices in the staff room for events and activities etc. which do not necessarily affect children from classes other than theirs, but which it is important for other staff to be aware of, for example class visits, social events, games fixtures. Such events may not appear on the weekly diary or may need advance notice. Other notices, such as timetables for leadership release time and room bookings, are also on display in the staff room.
- Written information, notices, memos which affect all or some staff and require some form of response during the school day are taken around by a messenger who will usually ask staff to initial a sheet to say they have seen the information. It is the responsibility of all staff to ensure they read notices, memos etc and take the appropriate action as necessary.
- All staff are provided with the relevant agenda and minutes of meetings which they attend. Minutes of Staff Meetings are circulated to all teaching staff and are also displayed in the staffroom.
- Each class has a Supply Teacher folder containing all up to date and relevant information for visiting teachers
- TA and Staff handbooks are updated annually.
- If another member of staff, especially the Headteacher, Deputy Headteacher, or School Secretary is required, urgently the internal telephone system should be used. A list of all internal numbers is placed by each telephone. New staff are shown how

to use the system. Telephoning teachers during lesson time should be avoided except in an emergency.

- All staff – teaching and non-teaching – and the Headteacher communicate with each other on an informal basis each day. Such communication also takes place in team planning and curriculum planning.
- The School Diary is located in the School Office and is kept up to date by the secretary. All staff have free access to this diary.

Meetings and Briefings

- Teaching staff attend a weekly staff meeting during which messages and information are delivered and recorded electronically. The staff meeting is also the usual forum for updating staff training. Other staff members are invited to attend when the training is relevant for them.

Communication with the Children

- Within each individual class, class teachers organise their own methods of communicating information to the children. This may be in the form of a News Board or other type of notice board. Every class will have its own system for distributing letters and other materials to go home with the children.
- Letters to be taken home by children are usually delivered to classrooms via the register boxes.
- Very important letters should be individually named. Where a child is absent, care should be taken to ensure letters are received upon return to school.
- Each class has a marked tidy box into which letters, monies and other items for the attention of the office staff are placed. The box is sent to the office after morning and afternoon registration. Any items to go home with the children such as reminders, dinner money change or letters to individual parents are returned to the class by the register monitors in time for afternoon registration and should be sent home with the appropriate child at the end of the day.
- Messages for a particular child which are received in the General Office during the day are delivered personally to the class teacher.

Communication with Parents

Written

- Information, news and other matters of concern for parents are sent home by means of letters with the children. Some letters are of a general nature and therefore sent to all parents, whilst others may be specifically for one class or year group.
- Letters may be printed on coloured paper so as to be easily distinguishable from each other. Great care is taken to ensure that each letter is of a high standard and is presented in such a way as to project a positive image of the school.
- Letters are sent out to each class for distribution via the youngest child in every family. Spare copies of all letters are kept in the General Office. Letters from

teachers are agreed by the Headteacher or Deputy Headteacher before they are typed ready for distribution.

- The head teacher prepares a newsletter every two weeks; this is distributed to all families, and is also available on the school's website. Governors receive this newsletter via email.
- A Parents' News Board is situated on the school wall. This is used to display information, news, adverts, letters and other items of interest to all parents. Other information for parents may be posted on the notice board inside the school building foyer.
- Within the Nursery children receive a 'Home-Link' book, this is a system put in place for parents and their child's keyperson.

Verbal

- Parents are welcome in school but if they need to speak to a member of staff in particular they are asked to come in at the end of the day, if possible. In an emergency, we are always willing to see parents and carers before the day starts. Alternatively an appointment can be made to see their child's class teacher or the Headteacher or Deputy Headteacher at a mutually convenient time.
- Within the Nursery parents are more than welcome to see their child's keyperson or manager at the start or end of each session.
- The school also communicates with parents by means of regularly held Learning Review meetings. A written report on the progress of each child is sent to parents at the end of the school year.