



The purpose of this policy is to ensure that there is clarity over how the Head Teacher communicates with all stakeholders in the school community: learners, staff, parents and other agencies.

At all times, the Head Teacher will endeavour to communicate to all stakeholders, in a timely fashion, information they require for their different roles in the school. Each stakeholder has responsibility towards this communication in a way that supports the smooth running of the school.

There are times, for a variety of reasons, that information will not get to the intended person or persons on time. Some of these instances will be unavoidable. Those avoidable will be reflected upon and due amendments made to systems or protocols that are in place to avoid a reoccurrence.

Communication with learners

Head Teacher

The role of the Head Teacher is to ensure that she is a visible lead in the school in terms of both learning and positive behaviour management. The Head Teacher will speak to the children about different aspects of moving the school forward through:

- Whole-school Assemblies
- Pupil council meetings
- Pupil participation / pupil voice assemblies
- Dialogue with learners about their learning
- Open-door policy for learners to share their learning or concerns with the Head teacher
- Clear communication over why decisions are being made with them and for them
- Clear communication of the steps of the behaviour policy

Teaching Staff

The role of teaching staff is to ensure that children know what is happening in their class and why. Learners need to be made aware of how they are doing with their learning and how they can improve in their learning through dialogue that meets the needs of each child in the class. This is done through:

- Systematic approach to dialogue about learning with individual learners
- Planning learning with the learners
- Supporting and agreeing goals for improvement of learning
- Clear instructions for homework which meet the needs of each child
- Communicating through discussion the reasons why decisions are being made with and for the learner
- Engagement in dialogue over new reports

Pupil Support Assistants

The role of PSAs is to support the children across the whole school in a variety of different settings and for different reasons. They support the work of the HT and the teaching staff in learning and positive behaviour management. PSAs will communicate with learners through discussion. They will explain the reasons why they are making the decision they are making and to whom they will communicate that decision (i.e. to teaching staff, Head Teacher etc.).

Communication with Parents

Date policy created:

January 2016

Review date:

January 2017, reviewed September 2017



Head Teacher

This will happen through:

- Monthly newsletters - email
- Paper self-evaluation activities
- Text messages for arrangements and urgent messages
- Twitter for non-urgent messages
- Phone calls in the event of a behaviour incident (see behaviour policy)
- Emails in the event of non-urgent message or inability to contact a parent or carer
- Updated website
- Greeting parents at door
- Attendance and reporting at Parent Council Meetings
- Meetings arranged for review of progress with EPS

Teaching Staff

This will happen through:

- Curriculum newsletters at the start of each new term advising of learning for term and also of practical arrangements for PE, Art kit etc
- Notes home to advise of progress / changes etc
- Notes home to advise of trips / request support for trips or outings
- Meeting with parents to discuss concerns / plans for child both as part of planned reviewed system as well as ad hoc meetings
- Phonecalls home for:
 - Significant behaviour incidents and those that need to be communicated for specific reasons which will be known to the teacher
 - Advising parents of concerns with regard to learning and relevant next steps

Communication with Staff

Head Teacher

It is the HT's responsibility to improve learner attainment across the school. The Head Teacher will plan the collegiate calendar for the session taking account of the elements identified within the Working Time Agreement. This calendar will be available in the staffroom and on Glow. The HT will plan a separate calendar that takes account of:

- Assemblies, Peer observation, HT observations, Other QA activities, Church visits, PSA meetings, Nursery meetings. This calendar will also be available on Glow. In both cases, staff are welcome to print a copy for their own records.
- All meeting minutes, where feasible, will be posted on Glow. For job-share staff, meetings will be adjusted termly to ensure attendance is possible.
- All school timetables for visiting specialists and for ad hoc visits will be posted on Glow (e.g. Youth Music Initiatives, ALEC etc.).
- The Glow staff calendar will be updated regularly to include dates of activities happening across the school year.



- Staff meetings for specific events e.g. Christmas / summer concerts will be held in a timely fashion to ensure all information required is communicated to staff and agreements and arrangements can be made. Staff meetings will not normally be about school arrangements of dates etc. other than significant activities as above. This is to ensure that staff meetings are about focusing on learning.
- The HT will email staff with information and requests that are specific to a particular class, individual or school.
- The HT will only use a Glow email address for school information.
- The HT will use pigeon holes to leave non-urgent messages or paperwork.
- The HT will adjust the collegiate calendar to ensure that there is adequate time termly for teachers to set the agenda for the staff meetings.
- The HT will use the whiteboard in the staffroom to communicate the weeks' activities and any adjustments that need to be made to the week in the event of staff absence.

All staff – communication with each other and HT

- Staff take responsibility for ensuring they are aware of activities that will impact on the day to day running of their class. This information can be gathered from the variety of methods as outlined above. If there are queries about any of the information, the Head Teacher is available to discuss these.
- It is the responsibility of members of staff to note these arrangements in their diaries
- Any staff member can add to the Glow calendar
- Any staff member can add to the whiteboard in the staffroom
- Staff and Head Teacher will discuss any concerns about any aspect of learning for an individual or across the whole school.
- Staff have full responsibility for planning joint events and need to agree with each other how they will communicate with each other to ensure the smooth planning and delivery of an event or activity.

I have read, understand and agree to this policy:
