



COMMUNICATION POLICY – October 2016

Signed:

Headteacher: Alison Gibson

Signed:

On behalf of the Governing Body

Proposed Review Date: October 2017

The purpose of the policy is;

- To ensure that communication between staff is effective
- To ensure that communication containing personal data between school and parents/carers is confidential
- To ensure that written communication between school and parents is in accordance with the Data Protection Act 1998

Staff communication

- The Head teacher will brief staff each Monday morning at 8.30am and present the week ahead
- Senior Leadership team will meet each Monday afternoon
- Staff meetings each week will include standing items on:
 - Classroom environment
 - Safeguarding
 - Behaviour
 - Health & Safety
- Memos from the Head teachers
- Written notices in the staff room on the white board
- Head teacher report to Governors
- Safeguarding concerns will be handwritten on the concerns form located in the staff room, dated and signed by the staff member and given to the DSL or back up DSL.

School will communicate with parents/ carers through a variety of means;

- Weekly newsletter written by the Head teacher
- Curriculum letters and Half term letters
- Web site
- Text messages
- Face to face talks and meetings
- Letters
- Telephone conversations
- Home/ school diaries
- Reading records
- Parents' consultations
- Reports

All letters which contain personal information will be given to the class teacher in a sealed envelope with the child's name on the envelope. It is the responsibility of the member of staff distributing the letter to read the name and pass onto the child or for Y.R & KS1 pupils put in the book bag.

Generic letters will be sent to class for distribution and once given to the child they must write their name on it.

All conversations with parents/carers should be recorded in the yellow file in the office with the entry dated and signed by the member of staff. This record will be reviewed by the DSL and Back up DSL each half term and track the pattern of issues recorded.

Staff will not discuss another child with a parent/carer.

This policy is to be read in conjunction with the Code of Conduct, Keeping Children safe in Education September 2016 and Working together to Safeguard children.

October 2016 to be sent to Standards & Effectiveness committee

Review date October 2017