



## Communications Policy

At Longwood Primary School, every effort is made to ensure that communication between all members of the school community – staff, children, parents, Governors, helpers and local residents – is both effective and efficient.

Written communications include:

- Diary of events distributed to Governors and staff either in paper copy or via the Website Calendar. This is updated regularly.
- Staff briefing minutes to all staff, in paper copy.
- Individual memos to staff.
- Head teacher's Report to Governors
- Reports to Parents in paper copy
- Newsletters to parents either in paper copy or via the Website.
- Individual letters to parents
- Pupil Home School Communication Diary
- School Website

## Staff Communication

Different types of communication are used to ensure that teaching and non-teaching staff are kept fully informed about the life and work of the school.

Each staff member has a physical pigeon-hole and/or their own desk where written communications are left. Such communications include a termly diary and copies of all letters sent home with the children. Personal correspondence is left in the pigeon-hole.

A weekly diary with notices or information for a specific day is written on the staffroom whiteboard. Other communications posted in the staffroom cover union information, bulletins, courses, meetings, social events and timetables. The Headteacher is responsible for the weekly diary and for updating the staff notice boards.

Staff are asked to post notices in the staffroom and on the Website for events and activities, which do not necessarily affect children from classes other than theirs, but of which it is important for other staff to be aware, i.e. class visits, social events, games fixtures. Such events may not appear in the weekly diary or might require advance notice. Such events should be recorded in advance on Pupil Assett.

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Written material for the attention of the Headteacher for inclusion in the diary should be left in her pigeon-hole or emailed to her.

Written information, notices of memos that affect all or some staff and that require some form of response during the school day are taken around by a messenger. Staff should initial a form to confirm they have seen the information.

All staff are provided with an agenda for meetings they attend in paper copy. Minutes are distributed to those who were present in paper copy. E-mail is also used to communicate with staff and governors.

## **Communication with the Children**

Class teachers organise their own method of communicating information to the children. This could be a News Board or notice board. Each class will have its own system for distributing letters and other materials to be sent home with the children. All letters are also uploaded to the school website.

Every class has a marked "box" to collect letters, monies and other items for the attention of the School Office. The box is delivered to the office after morning registration. Another locked box is used to collect the dinner monies from parents. Any items to be sent home with the children, such as reminders or letters to individual parents, are returned to the class by the Office in time for afternoon registration and are handed to the appropriate child at the end of the day. Messages for a particular child, which are received in the School Office during the day, are sent as a memo for the class teacher via the Office staff to the classroom.

Newspaper articles and other items of interest to the children are also pinned here. A separate School Clubs' Board gives the children up to date information and news about the after-school clubs.

Personal achievements, birthdays etc. are celebrated with the whole class at the end of each day.

The School Council and Eco Council meet regularly with staff and governors to discuss issues that have been brought up at class council.

## **Communication with Parents**

### **Written**

Information and news is communicated to parents in letters sent home with the children. Sometimes a letter is for a particular class or year group. A newsletter is sent which keeps parents up to date with what is going on in school, forthcoming events, and school holidays as well as celebrating the achievements of the children. We try to keep all those with parental responsibility informed of school events, even Communications Policy if they do not live with the children. In cases such as this, we ask that we have an up to date address. Great care is taken to ensure that each newsletter is of a high standard and presented to project a positive image of Longwood School. Newsletters are delivered to each class for distribution, one to every child. Spare copies are kept in the School Office. Copies of all letters sent to parents from teachers should be read by the Headteacher before they are typed and distributed. If the school is aware of visually disabled parents, then the appropriate size of text will be used when sending out a letter. All letters are also uploaded on to the website.

A notice board is provided for the Parents and Friends Association for them to display information regarding their activities.

Each term parents receive copies of the current Literacy and Numeracy Objectives for their child. A written report on the progress of each child is sent to the parents at the end of the school year.

The School Website also provides parents with copies of the newsletters, holiday dates etc.

### **Oral**

Parents are welcome in school but, if they need to speak to a particular member of staff, they should come in before school starts or at the end of the school day. Parents may make an appointment to see their child's class teacher, the Headteacher, or SENCO at a mutually convenient time.

Regular Parents' Evenings, Open afternoons and information evenings are held.

### **Communication with Governors**

Contact is maintained with the Governors on a regular basis. They are provided with termly diaries and updates. Governors also receive the newsletters and any other important documentation. They are invited to all school functions and presentations. The Governors receive a written Headteacher's Report in advance of each full meeting. Minutes of all meetings are printed and distributed.

E-mail is used to communicate to the Chair of Governors on a regular basis and the Governors where appropriate.

### **Communication with the Community**

Contact is maintained with the school's immediate neighbours by leaflets and letters, which keep them informed about school events and activities.

Members of the local community are invited to school functions, such as Christmas, productions and Seasonal fayres. The children reciprocate on special occasions such as singing at the local hospital, walking around the area with their maypoles and visiting the local old peoples' home.

### **Communication with Other Schools**

Longwood Primary School is in regular contact with the staff and children of other primary schools through personal contact with specific staff, informal groups, sports fixtures and other inter-school events, or through more formal channels such as INSET Cluster, TVCLT meetings, Head teacher's Cluster and Pyramid meetings.

Interaction with the local secondary schools is primarily through the teacher responsible for KS2/3 liaison. Other contact might be made through Curriculum Co-ordinators.

### **Communication with Outside Agencies**

The Headteacher acts as a publicity officer and maintains contact with the local press. Close ties are sustained with support agencies, including the Educational Psychologist, the LA, Special Needs Support Service, the Schools Library Service, the Peripatetic Music Service and the School Nurse.

Longwood Primary School has links with other educational establishments. Specific members of the school staff usually make these contacts.

This policy is to be read in conjunction with;

Human Rights Act

Equal Opportunities Act

Disability Discrimination Act