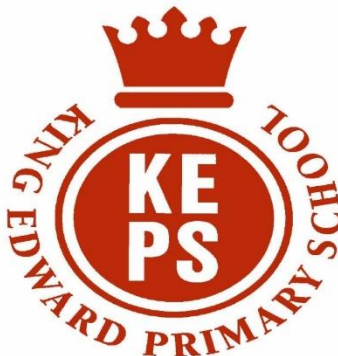


# Communications Policy



## King Edward Primary School and Nursery

**Reviewed: February 2023**  
**Next Review: April 2024**

Approving Body	Finance & General Purpose Committee
Date Approved	March 2023
Supersedes	N/A
Consultation undertaken	Nottinghamshire County Council, Staff Strategic Committee, Finance & General Purpose Committee
Complies with Equality Act	✓
Supporting Policies	Safeguarding Policy, Code of Conduct Behaviour Policy
Review Date	April 2024
Lead Person	S Bridges
Signed	

## **King Edward Primary School**

### **Communication Policy**

#### **Aims**

To support King Edward Primary School in its aim to become a thriving and successful school, we must communicate effectively with each other, with our pupils, with their parents and with other members of the wider school community. We need to ensure that communications between all members of the school community are clear, professional, timely and appropriate.

#### **Definition of Communication**

Good communication is much more than the exchange of information. It involves the management of relationships and the need to involve people. Communication is as much about attitude and behaviour as it is about message. We should also remember the importance of listening. Every member of staff has a responsibility to support effective communications and needs to recognise that the quality of their communications reflects on the school's reputation. For the purpose of this policy communication includes not only the message, but also how that message is communicated; not only the responsibility for communication, but also how effectively that responsibility is carried out.

#### **Objectives:**

All communications at King Edward Primary School should:

- keep staff, pupils, parents, and other stakeholders well informed
- be open, honest, ethical, and professional
- use jargon free, plain English and be easily understood by all
- be actioned within a reasonable time
- use method of communication most effective and appropriate to the context, message and audience.
- be compatible with our core values as reflected in our school vision and values

#### **Internal Methods of Communication**

##### **Meetings**

There is an integrated programme of meetings to facilitate involvement of staff. All formal Meetings should be structured, and members invited to contribute to the agenda. It is Important that time is put aside for structured opportunities for staff to engage in team working and to contribute to priorities, activities, and future plans.

##### **E Mail**

Information and notification of initiatives are communicated through the use of email where appropriate. Email is a quick, effective way of communicating information. However, it does not replace face to face meetings where some discussion is required. All staff should seek face to face communications, when email is not the most effective form of communication.

##### **Mobile phones**

During trips and off-site provision, staff should ensure they can be contacted by mobile phone at all times. A school mobile phone is available for collection from the school office.

##### **Written communications**

Are handed directly to the employee they are intended for.

## **Daily Memo**

Is circulated to staff each morning as a way of information sharing, providing reminders, calendar dates and staff 'shout outs'.

## **Staff briefings**

The main points are also printed in the daily memo that is shared with all staff and a hard copy is given at the weekly meeting. A whole school diary is kept online. Any events within classes must be recorded, by emailing the Headteacher dates in advance. Briefings are a way of sharing safeguarding updates.

## **Notice Boards**

The staff notice board is located in the staffroom. Parent's notice boards are located outside The main reception area and on the gazebo on the playground.

## **External Methods of Communication**

Schools have many lines of communication to maintain with parents and carers, other school, the community and with outside agencies. Good communication between the school and the home is essential, and children achieve more when schools and parents work together. Parents can naturally help more if they know what the school is trying to achieve. In our school we aim to have clear and effective communications with all parents and with the wider community. Effective communications enable us to share our aims and values through keeping parents well informed about school life. This reinforces the important role that parents play in supporting the school. We try to make our written communications as accessible and inclusive as possible. We seek to avoid bias stereotyping or any form of racial discrimination. We wish to recognise and celebrate contributions made to our society by all the cultural groups represented in our school.

## **Communications with parents/carers**

### **Letters**

Staff will endeavour to respond to parent's letter as quickly as possible. Any letter of complaint should be referred to the Headteacher. All letters to parents must come to the Headteacher electronically. Letters to parents must be approved by the Headteacher before they are sent.

### **E mail**

The school has a text messaging and Email system it uses to communicate to parents. If a parent communicates with the school using email, the Headteacher must be notified. A hard copy of any email sent to a parent or received by you from a parent should be filed and a copy stored in the school office. The same applies to all internal email transmissions concerning pupil matters.

### **Newsletter**

A newsletter is prepared and distributed to parents / carers at the start of each month. The newsletter provides updates on events that have happened over the last months and information on future events.

## **Social Networking Sites/blogs etc.**

It is inadvisable for staff to communicate with parents: and unacceptable with pupils, via social networking sites (such as Facebook) or accept them as their "friends". The school has a Facebook page. However, information is put on this via the school office and through the schools page only.

**Written Reports**

Once a year we provide a full written report to each child's parents on their progress. This report identifies areas of strength and for future development. Pupils are also given the opportunity to comment on their own progress and parents are invited to make a similar comment. In addition, parents meet their child's teacher twice during the year for parent's Evening. This gives them the opportunity to celebrate their child's successes, and to support their child in areas where there is a particular need.

**School Prospectus**

The school prospectus contains a range of specified information to give parents a full picture of provision at our school. This is updated every year at the beginning of September.

**School website**

The school website provides information about the school and an opportunity to promote the school to a wider audience.

**Home-School communication**

Any letter from staff to parents must, in the first instance, be checked by the Headteacher. This should be sent to the Headteacher and copied to the Business Manager. This is to allow us to know what is going on and also store a copy for our files. A calendar of school events will be produced at the start of each month and is issued at the back on the newsletter. We send other letter of a general nature when necessary and store copies on the schools website. Children in all classes have class dojo. This enables parents to record a wide range of information that they wish to share, including homework assignments, and as a regular channel for communication with parents. The school encourages parents to share any issues about their child at the earliest opportunity. Teachers arrange to see parents as soon as possible.