

King Edward Primary School & Nursery



Staff Communications Policy September 2025

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 families 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, families, 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.

Email

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 evening as a way of information sharing, providing reminders, calendar dates and staff 'shout outs'.

Staff briefings

Briefings are held weekly. Minutes will be stored in a shared staff access point. A whole school diary is kept online. Any events within classes must be recorded in the whole school calendar. Please check dates in advance with CLT. Briefings are a way of sharing safeguarding updates and getting child voice.

External Methods of Communication

Schools have many lines of communication to maintain with families, other schools, the community and with outside agencies. Good communication between the school and the home is essential, and children achieve more when schools and families work together. Families 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 families and with the wider community. Effective communications enable us to share our aims and values through keeping families well informed about school life. This reinforces the important role that they play in supporting the school. We try to make our written communications as accessible and inclusive as possible. We wish to recognise and celebrate contributions made to our community by all the cultural groups represented in our school.

Communications with families

Letters

Staff will endeavour to respond to letters as quickly as possible. Any letter of complaint should be referred to the Headteacher. All letters must be sent to the Headteacher via email and approved before they are sent.

E mail

The school has a text messaging and Email system it uses to communicate to families. 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 a staff member 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.

Weekly Round Up

A newsletter is prepared and distributed to families weekly. This provides updates on events that have happened over the week and information on future events.

Social Networking Sites/blogs etc.

Staff should not communicate with families 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 school's page only.

Written Reports

Once a year we provide a full written report to each child's families on their progress. This will be sent via email unless a parent has given us a different preference. This report

identifies areas of strength and for future development. Families are invited to make a similar comment through our feedback email. In addition, families meet their child's teacher twice during the year for Parent's Evenings. 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 families 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 families 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 school year and is referenced on the website calendar and weekly round up for the month's events. We send other letters of a general nature when necessary and store copies on the school's website. Children in all classes have Class Dojo. This enables families to record a wide range of information that they wish to share, including home learning, and as a regular channel for communication with families. The school encourages families to share any issues about their child at the earliest opportunity and teachers will arrange to see families as soon as possible.