

Communication Plan September 2018

Thank you to those parents who completed the communication survey last half term. School communication is key and, as part of an overall review process, we were keen to obtain parental opinions before putting a plan in place for this academic year.

After analysing the results of the questionnaire and consulting staff, it was clear there is duplication amongst the various methods of communication and some clarity is also needed as to where to find the relevant information.

Please find below the communication plan for our school. We would appreciate all parents reviewing this carefully so that everyone is aware of where to look for all relevant information and to understand how the school will be managing communication and alerts.

Website

Our school website was noted by Ofsted as being outstanding. All information can be found on the website so please ensure you are making full use of this as a key resource. Each Key Stage has their own section where curriculum letters, photos, trips and learning are all uploaded. There is also a section on how to help your child at school which contains videos and learning resources.

Importantly, **all key dates for the whole academic year** can be found on the website. These are published in July for the following academic year to allow parents to book days off work in the forthcoming year.

Text Messages

Text messages will be sent by the office staff as administrative texts on urgent matters, for example school closures/ snow day/injuries. Taking on board parent feedback, if your child has an injury we will send a message but due to GDPR regulations we cannot include names. If it is a serious injury the office will telephone you directly. If you are worried you can contact the school office.

Emails

The emails from school had a positive response from parents so these will continue. All letters from school will be emailed. Please ensure the office has your correct email address. They can also be found on the website in Letters Home.

Class List

Class List has been a fantastic tool last year and now that we have used it for a while we would like to refine its use. Class List will now be the main form of communication **from teachers to parents**. Teachers will use this to communicate the children's learning and key messages such as reminders of non-school uniform days and homework. Teachers will also be using the calendar function to add school trips and end of term events such as visiting classrooms and assemblies.

It is for this reason, we ask that **parents do not use the site for posting** whole school messages or as a lost and found forum. Parents are encouraged to comment on existing posts a teacher has put on and to send direct messages to teachers where necessary, but we politely ask parents not to post messages of their own.

Curriculum Letters

Curriculum Letters are produced by the teachers at the start of each new topic. They have been redesigned to make sure they are clear and concise. We have designed them to stick on fridges so that they are a constant reminder of the term ahead. Each curriculum letter will have an overview of the topic, key dates for the year and hyperlinks to any further information which can be found more easily on the school website.

End of Term Newsletters

Newsletters are sent out at the end of a term by the class teachers. They celebrate the successes of the children over the term. They will take the form of a photo page and again, hyperlinks will be added to the website.

Friday Newsletter

Following comments from parents and staff, we are going to redesign the Friday Letter. Each week there will be an article from each Key Stage celebrating the children's work. We will continue to have a reminder of the key dates and swimming dates on it and, as highlighted previously, these will also be displayed all year on the website.

PTA

We have worked alongside the Family and Friends team to streamline their communication. Each term you will receive an email with the PTA News. This will contain key dates for the year for you to add to your diaries. A member of the PTA will be responsible for posting on Classlist; they will also use the calendar to add events.

We hope that these changes will help to streamline school communication and offer clarity for parents as to where information can be located.

Once again, thank you to everyone who replied to the questionnaire to enable us to adapt our strategy and we look forward to moving ahead with our new processes.

Yours sincerely

Cheryl Smith, Sarah Jones, Peter Martin and Richard Hebblewhite (The Striving Team)

