



Date	Review Date	Coordinator	Nominated Governor
October 2015	October 2018	Communication Officer	?

We believe this policy relates to the following legislation:

- Standards and Framework Act 1998
- Equality Act 2010
- Education & Inspections Act 2006
- Education Act 2011

The following documentation is also related to this policy:

- Equality Act 2010: Advice for Schools (DfE)

We believe it is essential to have in place good lines of communication between the school, parents, school personnel, governors, pupils, local authority, external agencies and the local community. The continued development and success of the school depends on everyone connected with it being kept well informed at all times.

We believe children will achieve more if there are good lines of communication between school and home encouraging parents to work closely with the school for the benefit of their children. Parents need to be reminded of the aims and values of the school and we need to beware of the thoughts and concerns of parents.

We will ensure that every effort will be made that all written and verbal communications with parents and others will be free of educational jargon with translations being available when required.

We wish to work closely with the School Council and to hear their views and opinions as we acknowledge and support Article 12 of the United Nations Convention on the Rights of the Child that children should be encouraged to form and to express their views.

**Aims**

- To have in place a clear and effective system of communicating to others.
- To use a range of strategies in order to make lines of communication effective.

**Responsibility for the Policy and Procedure**

**Role of the Governing Body**

The Governing Body has:

- appointed a School Office Manager to be responsible for monitoring this policy and ensuring correspondence with parents and others are translated when required;
- delegated powers and responsibilities to the Executive Headteacher to ensure all school personnel and stakeholders are aware of and comply with this policy;
- responsibility for ensuring that the school complies with all equalities legislation;
- responsibility for ensuring funding is in place to support this policy;

### **Northern Parade Schools**

- responsibility for ensuring all policies are made available to parents;
- nominated a link governor to visit the school regularly, to liaise with the Headteacher and the School Office Manager and to report back to the Governing Body;

### **Role of the Executive Headteacher and Leadership Team**

The Executive Headteacher and the Leadership Team will:

- ensure all school personnel, pupils and parents are aware of and comply with this policy;
- work closely with the link governor and school office manager;
- provide leadership and vision in respect of equality;
- make effective use of relevant research and information to improve this policy;
- provide guidance, support and training to all staff;

### **Strategy for a School Communication System**

We keep stakeholders informed by using the following strategies:

<b>Parents</b>	<ul style="list-style-type: none"> <li>• School Prospectus</li> <li>• School Website</li> <li>• E-mail</li> <li>• Half termly Newsletter</li> <li>• Periodic information letters</li> <li>• Termly Parents Forums</li> <li>• Parent-Teacher Consultations</li> <li>• Pupil's Annual Report</li> <li>• First Day Contact telephone call</li> <li>• Meetings by appointment with school personnel</li> </ul>
<b>School Personnel</b>	<ul style="list-style-type: none"> <li>• Staff Handbook</li> <li>• Weekly Events sheet</li> <li>• Staffroom information board</li> <li>• Meetings</li> <li>• Training</li> <li>• Individual discussions with Senior Management Team</li> </ul>
<b>Governors</b>	<ul style="list-style-type: none"> <li>• Head teacher's Report to Governing Body</li> <li>• Governing Body meetings</li> <li>• Newsletters</li> <li>• Visits to school</li> <li>• Dialogue with the Executive / Associate Headteacher</li> </ul>
<b>Pupils</b>	<ul style="list-style-type: none"> <li>• School Council</li> <li>• Newsletters</li> <li>• Pupils Newspaper</li> <li>• Collective Worship</li> </ul>
<b>Local Authority</b>	<ul style="list-style-type: none"> <li>• Meetings</li> <li>• Email</li> </ul>
<b>Local Community</b>	<ul style="list-style-type: none"> <li>• Press reports</li> <li>• Local radio</li> <li>• Visits from community representatives who speak at assembly</li> </ul>

## **Role of the School Office Manager**

The school office manager will:

- lead the development of this policy throughout the school;
- work closely with the Executive Headteacher and the nominated governor;
- ensure all school communications with parents are monitored;
- ensuring correspondence with parents and others are translated when required;
- provide guidance and support to all staff;
- provide training for all staff on induction and when the need arises regarding;
- keep up to date with new developments and resources;
- undertake risk assessments when required;

## **Role of the Nominated Governor**

The Nominated Governor will:

- work closely with the Executive Headteacher and the school office manager;
- ensure that everyone connected with the school is aware of this policy;
- attend training related to this policy;

## **Role of School Personnel**

School personnel will:

- comply with all aspects of this policy;
- not communicate with parents via social networking sites or any other social media;
- maintain high standards of ethics and behaviour within and outside school and not to undermine fundamental British values;
- work in partnership parents and carers keeping them up to date with their child's progress and behaviour at school;
- implement the school's equalities policy and schemes;

## **Role of Pupils**

Pupils will:

- ensure that all school communications such as newsletters', home-school diary etc are taken home and given to parents.

## **Role of the School Council**

The School Council will be involved in:

- discussing improvements to this policy during the school year;
- organising surveys to gauge the thoughts of all pupils;

## **Role of Parents/Carers**

Parents/carers will:

- work in partnership with the school for the benefit of their children;
- be asked to take part periodic surveys conducted by the school;
- be encouraged to take an active role in the life of the school by attending:

### Northern Parade Schools

- parents and open evenings
- parent-teacher consultations
- class assemblies
- school concerts
- fundraising and social events
- be encouraged to work in school as volunteers;
- ensure regular and punctual attendance;
- notify school on the first day of pupil absence;
- encourage effort and achievement;

### Raising Awareness of this Policy

We will raise awareness of this policy via:

- the School Handbook/Prospectus
- the school website
- the Staff Handbook
- meetings with parents such as introductory, transition, parent-teacher consultations and periodic curriculum workshops

### Training

All school personnel:

- have equal chances of training, career development and promotion
- receive training on induction which specifically covers:
  - All aspects of this policy
  - Community Links
  - School Prospectus
  - Parent Involvement
  - Parent-Teacher Consultations
  - Internet Social Networking Websites

### Equality Impact Assessment

Under the Equality Act 2010 we have a duty not to discriminate against people on the basis of their age, disability, gender, gender identity, pregnancy or maternity, race, religion or belief and sexual orientation.

This policy has been equality impact assessed and we believe that it is in line with the Equality Act 2010 as it is fair, it does not prioritise or disadvantage any pupil and it helps to promote equality at this school. (See Initial Equality Impact Assessment)

### Linked Policies

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|---------------------------------------|---------------------|
| ▪ Internet Social Networking Websites | ▪ School Prospectus |
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<b>Headteacher:</b>		<b>Date:</b>	
<b>Chair of Governing Body:</b>		<b>Date:</b>	