



GRESWELL PRIMARY SCHOOL

Communications Policy

Rationale

To provide the Staff with a clear code of practice for effective communication.

Communication Values

1. The school expects communication with, pupils, parents, colleagues and visitors to be open, relevant and respectful. There should be clear discussions where the outcomes and decisions made are communicated to the others on a need to know basis. Emails and Notices should give clear information and be used to save time.
2. All senior staff have a duty and the responsibility to communicate positively and truthfully at all times to pupils, parents, governors and visitors, especially regarding matters that are directed by the Headteacher or agreed in meetings of the Senior Management Team and regarding matters supported by school policy.
3. Meetings and communication should be respectful and calm at all times.
4. Truth and honesty will be vital elements when giving feedback or challenge.

Common Communication Skills

1. Common Ground Rules for meetings:
 - a. CONFIDENTIALITY – a need to know basis
 - b. Focus on the needs of children – Be SMART
 - c. Respect the other points of view
 - d. Agree professionally to disagree and challenge the thinking of others
 - e. Be Honest, Open and Trust others professionally
 - f. Listen to others
 - g. Support each other, take a majority view
 - h. Give quality information, offer reminders, consider good use of time, contribute to practical help for colleagues
2. All school meetings should be attended by only those who need to be there.
 - a. All those attending should have the opportunity to contribute to the agenda.



- b. Notice, agenda, date and times should be published at the earliest opportunity by the person responsible for the group or meeting. Meetings will start on time and those present will agree the end time which will be kept to.
- c. All meetings should have minutes taken with a record of the main discussions, actions agreed and named persons held accountable for those actions with deadlines. Minutes of meetings will be agreed and signed off by the Chair at the next meeting.
- d. All minutes will be made available to the Headteacher and to others, in particular meetings and to others on a “need to know” or legal requirement basis.
- e. Where issues raised are deemed to be confidential by the Chair of meetings, respect will be given to the people involved, the cause and effect of the information and opinions or decisions taken. The confidentiality invoked will be binding on all attending that meeting.
- f. Clear lines and responsibilities will be established for publishing necessary information to all.
- g. There is a whole school expectation that everyone will meet agreed deadlines.
- h. Sensible notice will be given for the dates and outline content of all meetings with consultation where relevant. The school calendar, annual plan of Governor meetings and senior staff planner will contribute to this. As will programmes for curriculum development and management, school monitoring, INSET and TLR intervention and staff/group meetings and training, Governance, Finance Management, Leadership and Management time, SLT programme, LA and inspection visits, PPA time and Performance Management programmes for all staff.

Confidentiality and Conduct

1. Communication and meetings with Parents

- 1. Parents are ‘clients’ and will be made welcome by staff regardless of the issue, time or place. The school has a duty of care to all parents and pupils and must demonstrate its place in the community through positive publicity.
- 2. Parents will be informed of the protocol to deal with issues – online via the website and information in reception (see Complaints Policy)



School Teams

1. Whole School Staff

Staff Briefing – Friday 8.30am

Staff Meetings – Mondays 4.00pm – 5.00pm

Department Meetings – Arranged by Key Stages at a convenient time

INSET – 5 pupil days

Strategic Leadership Group SLG

Chaired by John Cooper, Headteacher

Meetings – Wednesdays 8.00am – 10.00am

To consider the vision and future direction of the school in light of its current total context.

To have regard for the recent and future educational environment both locally and nationally.

To communicate appropriately, their deliberations to the relevant committee team or group for further ideas and thoughts of the realistic practicalities for implementation and or further discussion.

To consider the vision and future direction of the school

To initiative a review of whole school issues (self-evaluation) and strategic planning (SDP)

To implement effective, positive communication strategies which maintain and expand the vision and direction of the school with all staff, pupils, parents, Governors and the local community.

To undertake the monitoring of the quality of teaching and learning, standards performance and school targets in accordance with the school monitoring policy and programme.

To monitor and review routines and system for the most efficient and effective running of the school under the Best Value principles – compare, challenge, consult, commit, for Value for Money considerations.

2. Pastoral Team

Chaired by Lis Rodgers Meetings

Main Functions



To monitor, revise and update the school policies, schemes and codes of practice with specific reference to our routines and systems in pastoral aspects.

To analyse and understand the standards reached by pupils and to plan for further progress and achievements and monitor their attainment.

To be aware of the wider external influences locally, nationally and from multi agencies, in order to develop the work of the school and deploy resources and new strategies effectively.

To plan for, direct and authorise allocated spending for Pastoral aspects with the Headteacher SLT and to work closely with the school administration team in efficient processes for ordering materials, goods and books.

To nurture and support colleagues to become an effective team yet allowing individuals to take responsibility for specific aspects and strategies in school pastoral care aspects.

3. Phase Teams

EYFS/KS1/KS2 – Chaired by KS Leads

Meetings – One per week

Main Functions

To develop a vision for the school in all matters to do with the key stage.

To monitor, revise and update the school policies, schemes and codes of practice with specific reference to our routines and systems in the Key Stage.

To provide the school with a detailed self –evaluation of the work in that Key Stage to inform SLT and Governors of the impact of present strategies and ideas for improvement in performance. Such evidence will be used to inform the SEF.

To analyse and understand the standards reached by pupils and to plan for

Communication Routines and Systems

1. Telephone Calls and messages

Any messages to be emailed to recipient

Staff absences, telephone line manager

Laura Hallam to arrange cover



See Staff Handbook for details

2. **Letters and Newsletters**

Half termly newsletter/year group newsletter – Admin Staff

3. **School Website**

Computing lead/Louise Goodison – Blogging and Instagram

4. **School Prospectus, Home/School Agreement**

HT and admin staff, Chair of Governors

Foundation Stage Handbook – Lucy Lloyd

5. **Staff Handbook, Governors Handbook**

Headteacher and SLT, Chair of Governors

6. **School Policies and Codes of Practice**

Complaints, Discipline, Grievance, Recruitment and appointments, Performance Management, Racial harassment, Equal opportunity, Disability, Child Protection, copies from school office.

7. **Notices, School Calendar**

Headteacher and admin team

8. **Monitoring Proformas, Performance Management Systems, Records and Reports**

Staff Handbook, SLT, and Headteacher



Greswell Primary School

Policy: Communication Policy

Implementation date: January 2025

Next review date: January 2027

Signed 22.01.25

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Chair of Governors

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Date

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Headteacher

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Date