

COMMUNICATION: LIVING LOVING LEARNING IN JESUS				AT&L Committee			
OVERVIEW							
Our school is committed to facilitating communication between stakeholders:, staff, parents, governors and children, which is clear, concise, courteous, non-ambiguous and professional.							
INCLUSION							
Our school is an inclusive school and in each class there are children with a range of additional needs including ADHD, Dyslexia, Speech and Language, ASD and moderate learning difficulties. The school recognizes that communication between all partners is particularly important in these contexts.							
AIM							
To inform and involve parents at every point about their child’s education so that all children achieve their full potential through our combined efforts. To ensure that good communication is a strength of our school and contributes significantly to the progress and attainment of all of our children. To ensure that all staff have equal access to the information necessary for them to perform in a courteous and professional manner.							
STRATEGIES							
In order to achieve our aims: Communication with Parents: Parents receive: <ul style="list-style-type: none"> ○ A weekly newsletter which provides full information with respect to all aspects of school life. ○ Half termly forecasts of the work to be covered by each year group ○ Information with respect to children’s targets for Literacy and Numeracy. ○ Information re curriculum, pastoral and extra curricular provision via the Parents’ Notice Board. ○ Regular information with respect to our Home School Association and opportunities to take active roles within this. <ul style="list-style-type: none"> • Parents are invited to: <ul style="list-style-type: none"> ○ Termly Parents Evenings to review their children’s work and discuss progress. ○ Meetings on topics of educational importance. ○ Use the school’s Open Door policy to discuss with teachers and/or the Headteacher any concerns. ○ Respond to questionnaires, confident and their responses will be addressed and inform school policy and practice, where appropriate. ○ Meetings with the SENCO Communication with Staff: Staff are: <ul style="list-style-type: none"> • Provided with dates and information at the weekly Friday meeting. • Invited to contribute agenda items for staff meetings. • Provided with minutes of staff meetings which are posted in the staff room. • Provided with information about unexpected events through circulars which require them to tick that they have received them. Communication and Relationships Communication is a two way process and is the responsibility of every member of staff. In the event of a concern, anxiety, difference of opinion or complaint, the following procedure must be followed. <ul style="list-style-type: none"> • The initial step is to go to the individual concerned and discuss the matter, one to one, in a professional manner. • If a resolution is not reached, and the matter is a curriculum based concern, then both parties should seek to discuss the matter with the head teacher. • If the concern is of a more personal nature, then it should be taken to the Staff Welfare committee who will take all aspects of the matter to the head teacher on behalf of all relevant staff. A response will always be given. • If the matter is of a more serious nature, then colleagues are required to follow the school’s GRIEVANCE PROCEDURE. 							
OUTCOMES							
Good communication is a strength of our school and contributes significantly to the progress and attainment of all of our children.							
MONITORING EVALUATION AND REVIEW							
The School Leadership Team and the Governing Body monitor the effectiveness, efficiency and impact of this policy annually.							
Date adopted	Oct 2001	Review Cycle	Annually	Last Reviewed	Sum 12	Version	Sept 12