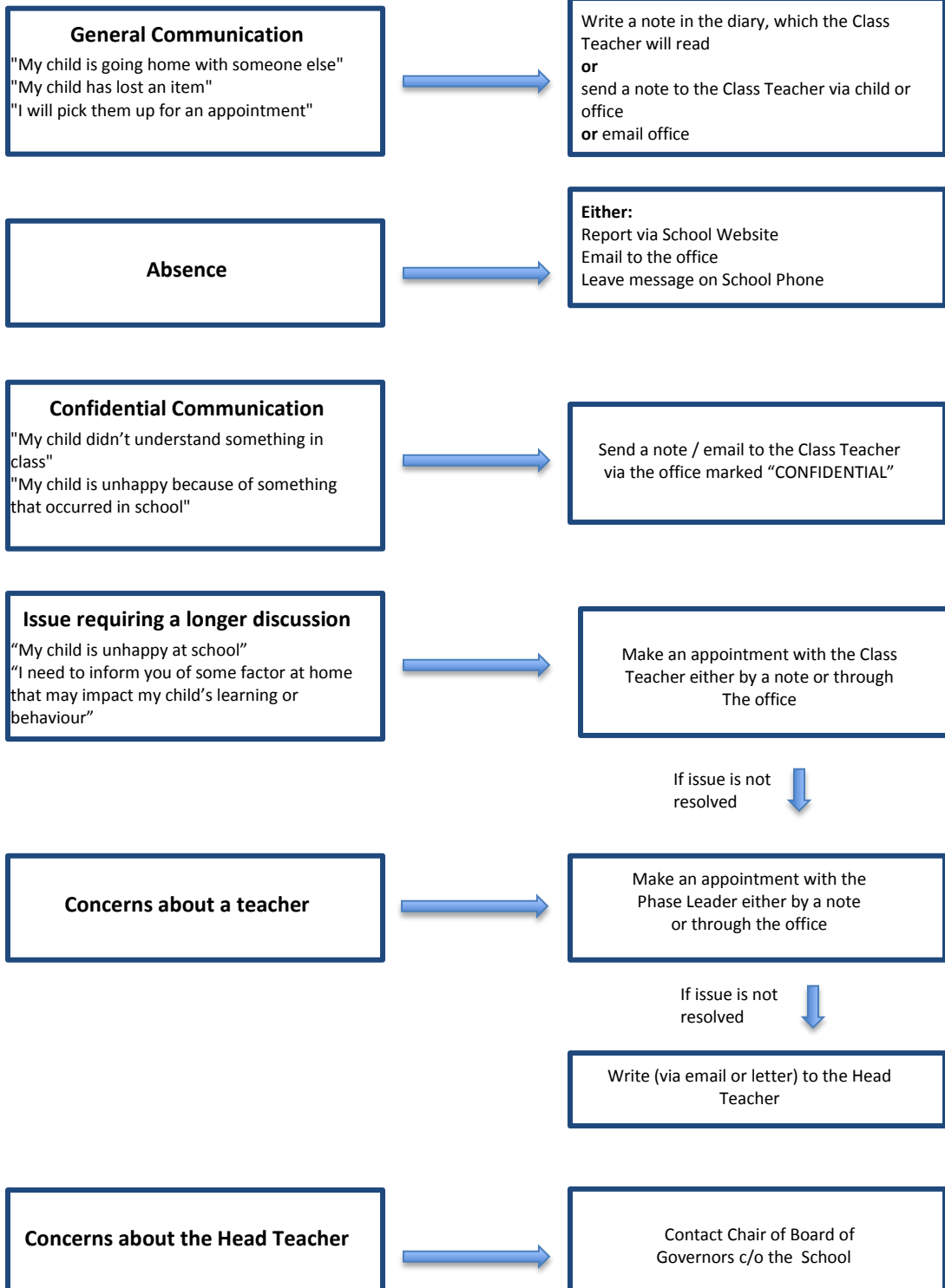




## Communications Policy

**Start date:** January 2019

**Review date:** January 2022



There are 4 main purposes to our communications

1. Alerts - when we need to communicate important or urgent information to a target audience
2. Guidance – when we want to help our community stay informed, connected and involved and to help parents engage with their child’s learning
3. Events – when we want to ensure that the community are aware of events, activities and changes
4. Updates – when we want to keep you informed about the life of the school

Listed below are the various methods we currently use in each of these 4 areas.

The Method of Delivery may be

- (E)lectronic
- (M)eeting
- (P)rinted hardcopy
- (V)erbal (either face to face meeting or via other dialogue)

### 1. Alerting

Method	Purpose	Target Audience	Frequency	Delivered By
<b>Text Message</b>				
E	Information relating to events or changes (e.g. reminder about school trip or notifying cancellation of after school club)	Parents, often specific groups	As required	Admin team
<b>Website</b>				
E	Latest urgent information (e.g. school closure due to snow)	All Parents	As required	Admin team
<b>Phone Call</b>				
V	Urgent or personal information (e.g. child sickness)	Specific Parents	As required	Admin team, staff
<b>Recorded Phone Message (Option 2 on main school number)</b>				
V	Urgent or Status information (e.g. updates on school closures)	All Parents	As required	Admin team

## 2. Guidance

Method	Purpose	Target Audience	Frequency	Delivered By
<b>Parents Evening</b>				
M	Provide feedback on progress and targets. Discuss ways of providing additional support at home	All Parents	Autumn and Spring term	Class Teachers and Specialist Teachers
<b>Curriculum Roadmap</b>				
E / P	Outline key topic and areas of learning	All Parents	Termly	Class Teachers
<b>Reports</b>				
P	Provide feedback on progress and targets	All Parents	Summer term	Class Teachers and Specialist Teachers
<b>Open Afternoons</b>				
M	Opportunity to see work in classroom	All Parents	Termly	Class Teachers, children
<b>Learning Sessions</b>				
M	Explanation of methods used in teaching and topics being covered	All Parents	Ad Hoc	Class Teachers
<b>Phone Call</b>				
E	Discussion of behavioural or learning concerns	Specific Parents	As required	Class Teachers, DHT, HT
<b>Stickers</b>				
P	Recognition of excellent behaviour or work	Specific Parents	As required	HT/DHT
<b>House Points</b>				
V	Recognition of excellent behaviour or work	Specific Parents	As required	All Staff
<b>Orbit</b>				
E	App allowing staff to share photos of children's work and activity	Parents of Reception Children	Weekly	Reception Staff

## 3. Events

Method	Purpose	Target Audience	Frequency	Delivered By
<b>Diary Dates</b>				
E / P-on notice board	Notification / reminder of future events	Parents, Wider Community	Weekly	Admin Team
<b>Letters</b>				
E / P	Notification of upcoming school visits and opportunities for participation in extra curricular clubs and activities	Parents	As required	Class Teachers

#### 4. Updates

Method	Purpose	Target Audience	Frequency	Delivered By
<b>Communication Events</b>				
M	Specific events to share updates on school policy or direction	Parents, Parent Reps.	As required	HT, DHT, Phase Leaders, Governors
<b>Newsletter</b>				
E	News and Pictures of activities that have taken place in school over past 2 weeks or are future events	Parents	Bi Weekly	HT, Phase Leaders, Children
<b>Church Magazine</b>				
P	News and pictures of activities that have taken place in school	Church and local community	Termly	HT
<b>Twitter</b>				
E	Brief updates on recent events	Parents, Local Community	Ad Hoc	Staff

#### How to get in touch with us

Address Derby Road, Haslemere, Surrey GU27 1BP  
Website <http://www.stbartholomews.surrey.sch.uk/>  
Email [info@stbartholomews.surrey.sch.uk](mailto:info@stbartholomews.surrey.sch.uk)  
Phone Number 01428 643634

Options :

- 1 – Absence reporting
- 2 – School information
- 3 - Kitchen
- 4 - Office

Absence Reporting <http://www.stbartholomews.surrey.sch.uk/form/?pid=3&form=16>

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Signed by:



The chair of governors

Date: 07/01/2019



Headteacher

Date: 07/01/2019

This document will be reviewed every 3 years