

## Lines of Communication Policy

<b>Date:</b>	July 2014	<b>Review Date:</b>	July 2015
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We believe it is essential to have in place good lines of communication between the school, parents, church, Diocese, school personnel, governors, pupils, Hackney Learning Trust, 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.

### 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.

### Procedure for a School Communication System

Everyone connected with the school is kept informed by the following strategies: -

<b>Parents</b>	<ul style="list-style-type: none"><li>• Weekly Newsletter</li><li>• Periodic information letters</li><li>• 3 Parent-Teacher Consultations per year</li><li>• Pupil's Annual Report</li><li>• Reports from the Governing Body</li><li>• School Website</li><li>• E-mail</li><li>• First Day Contact telephone call</li><li>• Whole school texting system</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 and committees</li><li>• Newsletters</li><li>• Visits to school</li><li>• Dialogue with the Headteacher</li></ul>
<b>Pupils</b>	<ul style="list-style-type: none"><li>• School Council</li></ul>

## Our Lady and St Joseph School

	<ul style="list-style-type: none"><li>• Newsletters</li><li>• Pupils Newsletter</li><li>• Collective Worship</li><li>• Word on Wednesday</li><li>•</li></ul>
<b>Learning Trust</b>	<ul style="list-style-type: none"><li>• Head teacher's Report to the Governing Body</li><li>• Reports to Parents</li><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 morning assembly</li></ul>

### Effectiveness

We believe this policy will be effective only if we ensure consistency across the school by regular monitoring.

<b>Headteacher:</b>		<b>Date:</b>	
<b>Chair of Governing Body:</b>		<b>Date:</b>	