



## Lines of Communication

Date	Review Date	Coordinator	Nominated Governor
September 2025	September 2028	Asia Begum Nicola Cavanna	Mari-Anne Chiromo

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

### Aims

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

### School contact

Please contact the office via telephone (0207 254 7353) or email ([admin@olsj.hackney.sch.uk](mailto:admin@olsj.hackney.sch.uk)). This is to ensure that queries or concerns are reported to the appropriate member of staff in the first instance and due process is followed. You will then receive a response by phone call, email or letter.

### School Communication

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

Parents	<ul style="list-style-type: none"> <li>- Weekly newsletter (printed copies available on request)</li> <li>- 3 parent/teacher consultations per year</li> <li>- Pupils' annual report</li> <li>- School website</li> <li>- Class Dojo (see class and whole school updates on 'stories')</li> <li>- Teachers2Parents text message and email service</li> </ul>
School personnel	<ul style="list-style-type: none"> <li>- Week in view</li> <li>- Staffroom information board</li> <li>- Daily briefings and weekly staff meetings</li> <li>- Weekly Senior Leadership Team meetings</li> <li>- Emails and text message service</li> </ul>
Governors	<ul style="list-style-type: none"> <li>- Headteacher Report to Governing Body</li> <li>- Governing Body Meetings</li> <li>- Newsletters</li> <li>- Visits to the school</li> </ul>
Pupils	<ul style="list-style-type: none"> <li>- School Council</li> <li>- School newsletter section</li> <li>- Celebration of the Word</li> <li>- Assemblies</li> </ul>
Hackney Education	<ul style="list-style-type: none"> <li>- School Improvement termly visits</li> </ul>



	<ul style="list-style-type: none"> <li>- Participation in moderation</li> <li>- Regular liaison and advice</li> </ul>
Local Community	<ul style="list-style-type: none"> <li>- Visits from local community representatives</li> <li>- School website</li> <li>- Community outreach/charity work</li> </ul>

### Monitoring the implementation and effectiveness of this policy

It is important that lines of communication are adhered to in order to ensure efficiency and consistency with regards to the strategic and operational running of the school.

This policy will be monitored and reviewed regularly for effectiveness.

<b>Acting Headteacher:</b>	Aoife O'Grady	<b>Date:</b>	September 2025
<b>Acting Chair of Governing Body:</b>	Mari-Anne Chiromo	<b>Date:</b>	September 2025