

Newton International
School D Ring



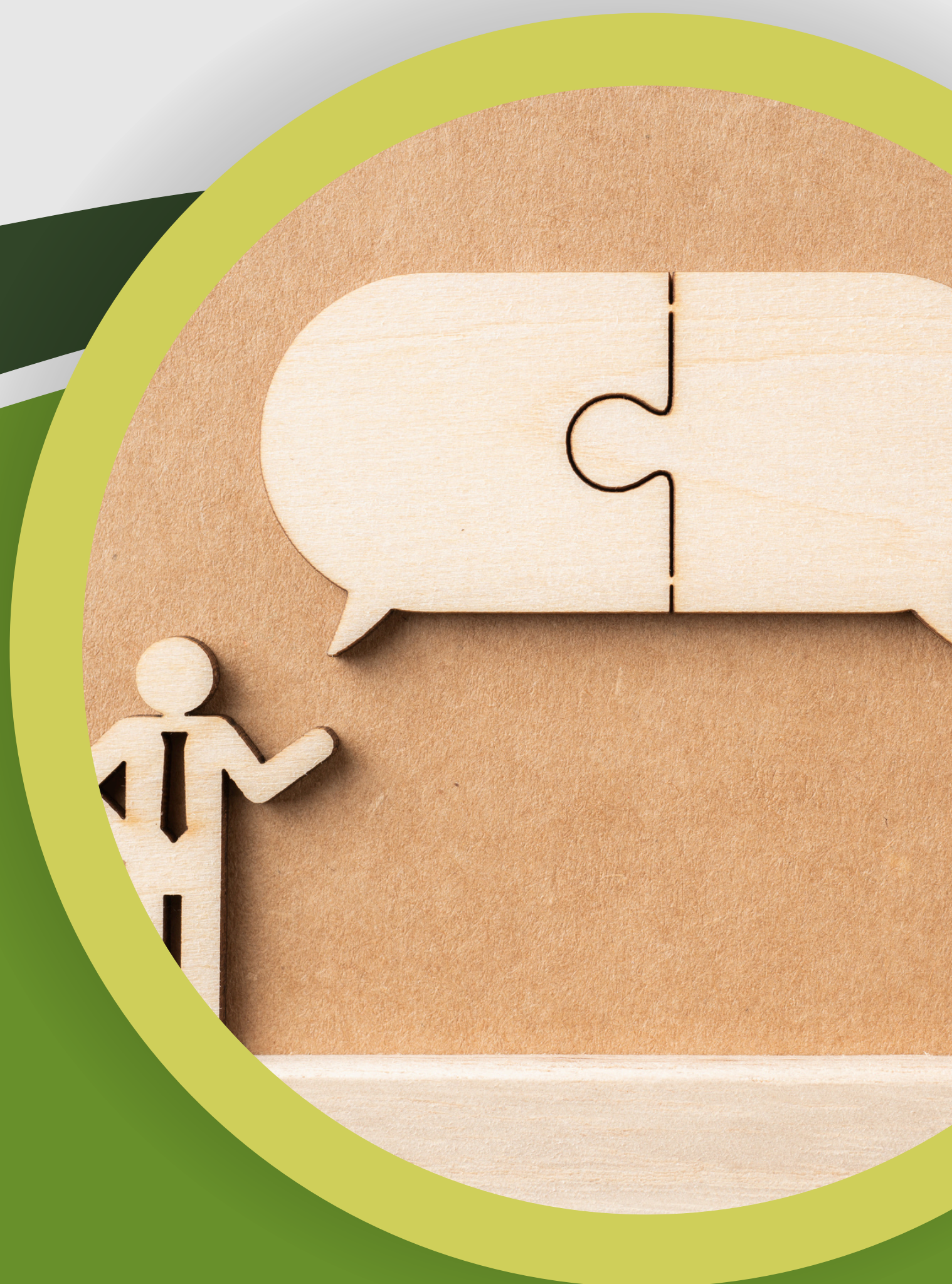
Policy Communication

An International Community of Learners Striving for Excellence and Celebrating Success

June 2025

Review Annually

Prepared by Principal



Our Vision

An international community of learners striving for excellence and celebrating success.

Our Mission

We aim to provide the highest quality of education possible for our students of all abilities. In doing so, we aim to positively encourage each student to achieve academic excellence, enjoy creative diversity, develop critical thinking skills and become lifelong learners and responsible citizens.

To achieve this, we will provide a diverse education in a safe, supportive environment that promotes self-discipline and motivation. We will provide and maintain a calm, trusting and caring atmosphere where teaching and learning are meaningful and developed. We will work in partnership with our staff, students, parents and wider community to achieve our vision.

Aim of Policy

Effective communication within and beyond the school community is essential for maintaining collaboration between staff, parents, carers, and external stakeholders. Clear, comprehensive, two-way, and timely communication allows the school to share its aims and values, ensuring that everyone is aligned with its goals. By maintaining open communication channels, the school fosters a collaborative environment where children achieve more when supported by both staff and parents.

Newton Group Values



Newton International School D Ring Values



Communication and Mental Wellbeing

Effective communication plays a vital role in supporting the mental wellbeing of all members of our school community, including staff, students, and parents. To maintain a positive, respectful, and healthy environment, it is essential that communication is approached thoughtfully and with consideration of the impact on others' wellbeing. Clear expectations regarding communication are as follows:

- **Working Hours:** Unless in the case of an emergency, all communication should take place within designated working hours.
- **Response Time:** Stakeholders should expect and provide a response within one working day (24 working hours) of receipt of communication.
- **Complaints Procedure:** In the event of a complaint, the school's Complaints Policy and associated timelines must be followed. This ensures sufficient time for appropriate investigation, reflection, and response, maintaining fairness for all involved.

By adhering to these expectations, we aim to create a culture of mutual respect, reduce unnecessary pressure, and promote a balanced and supportive environment for all members of our community.

Responsibilities

- **Principal:**
 - Ensures effective communication with all stakeholders (staff, parents, students, and the wider community).
- **Senior Leadership Team (SLT):**
 - Distributes necessary information to staff.
 - Addresses serious complaints as per the Complaints Policy.
 - Regularly meets with staff to provide updates, share documentation, and deliver training.
- **Staff:**
 - Acknowledge and respond to communication promptly (within one working day).
 - Use Class Dojo and other platforms (Google Classroom) for home-school communications.
 - Attend weekly briefings and meetings with parents, as necessary.
 - Report issues to line managers or relevant individuals.
- **Administrative Staff:**
 - Ensure that newsletters, letters, and reports are distributed promptly.
 - Maintain accurate and current contact information for parents.
 - Schedule parent meetings and respond to initial queries.
- **Parents:**
 - Keep the school informed of their child's absences and any other relevant information.
 - Engage in regular communication with the school through Class Dojo and other channels.
 - Update contact information regularly.

Types of Communication

Home-School Communication

- Half-termly Newsletter: A pictorial update sent to parents showcasing student activities and achievements.
- Weekly Homework: Available via Google Classroom.
- Class Dojo: Used for daily updates and celebrations of student work. Teachers respond to messages within one working day and are not expected to respond outside of working hours.
- Curriculum Letters: Sent at the beginning of each term to outline upcoming academic content.
- Reading Record: Sent home daily to track reading progress.
- Parent Meetings: Teachers are available for meetings before and after school as needed.
- Reporting: Three reports per year on student progress, with follow-up consultation evenings.
- Absence: If no reason for absence is provided within three days, the school contacts the parent. For those children travelling on buses parents are contacted by 8:00 am on the day of absence.

Communication with Other Schools

When a student transfers, the school provides a transfer letter and the student's latest academic report to the new school.

School Communication

- Weekly Calendar: Distributed via email to staff, and all events are tracked on Google Calendar.
- Weekly Briefings: Held every Sunday to update staff on current events.
- Collaborative Planning: Regular weekly planning meetings ensure smooth communication among staff.
- Staff Handbook: Available on Google Drive, containing school systems and procedures.
- Electronic Communication: Utilized to stay in touch with staff outside school hours.

Types of Communication (Continued)

Crisis Communication

In the event of a crisis or emergency, the school will implement a swift and coordinated communication strategy to ensure that parents are informed promptly and accurately. The following channels will be used:

- Email: Parents will receive an official communication detailing the situation and providing guidance.
- Class Dojo: Urgent updates will be shared via Class Dojo to ensure that parents receive immediate notifications.
- Text Messages: SMS will be sent to all registered parent phone numbers to ensure wide and quick dissemination of critical information.

This multi-channel approach ensures that all parents are informed as quickly as possible during any crisis situation.

Parental Feedback

To maintain an open line of communication and continuously improve, the school will actively seek feedback from parents. This will take place through:

- Termly Surveys: Parents will be invited to complete surveys each term to provide feedback on school operations, communication, and other areas.
- Event Feedback: After key school events, parents will be asked to provide their thoughts and suggestions for future improvements.
- Specific Requests: When the school requires parental input, such as during curriculum changes or policy updates, feedback will be collected through targeted surveys or consultations.

This feedback process will help guide improvements and foster stronger relationships between parents and the school.

Impact

Clear communication ensures that expectations are understood across the school. Regular reviews of the communication policy allow the school to keep up with technological advancements, enhancing the efficiency and clarity of communication. An effective communication strategy promotes:

- Clear understanding of school vision and goals.
- Defined roles and responsibilities.
- Effective outreach to all school community members.

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