



Newton

International School D-Ring Road

An International Community of Learners Striving for Excellence and Celebrating Success

Communication Policy 2024

Principal

In collaboration with
SMT and MMT

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Table of Contents

Intent

Implementation

- Responsibility
- Types of Communication

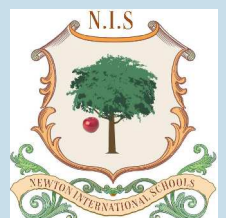
Impact

Intent

Schools have many lines of communication to maintain: with parents and carers, with other schools, with the community and within the school. Good communication between all these groups is essential, and children achieve more when everyone works together. Parents and friends of the school can naturally help more if they know what the school is trying to achieve.

In our school we aim to have clear and effective communications which enable us to share our aims and values, between staff and through keeping parents informed about school life. This reinforces the important role that parents play in supporting the school. Our aims are to ensure that communication is clear, comprehensive, two-way and timely.

The school will endeavour to resolve any issues that concern parents as quickly and effectively as possible and will endeavour to acknowledge the communication should it not be possible to deal with the matter in the short term.



Implementation

Responsibilities

The Principal is responsible for:

- Ensuring that the school has effective communications with all its stakeholders

SMT are responsible for:

- Ensuring that staff receive all relevant information and documentation they need to carry out their roles
- Dealing with more serious complaints/issues as per the Complaints Policy
- Holding regular meetings with staff to pass on information, check paperwork and deliver INSET

Staff are responsible for:

- Responding to communications as soon as possible and for acknowledging it should it not be possible to deal with the matter in the short term
- Class Dojo as a means of communicating with home
- Attending meetings and briefings
- Meeting with parents about issues concerning their child
- Reporting issues to the relevant person or to their line manager

Admin staff are responsible for:

- Ensuring that all letters and newsletters are distributed to the relevant persons
- Ensuring that all parental contact information is accurate and current
- Making appointments with parents on behalf of teaching staff and SMT
- Dealing with initial verbal queries from parents

Parents are responsible for:

- Ensuring the school is informed of known absences of their children
- Class Dojo each day
- Working with children to ensure they receive all paper communications sent by the school via the pupils
- Ensuring all contact information for them held by the school is up to date and correct



Implementation

How we communicate - Home

Home-School Communications

There is a half termly pictorial newsletter sent to parents showing what the children have been doing in school over the last half term and contains contributions from the pupils and teachers.

Weekly homework is uploaded onto Google Classroom.

Class Teachers communicate with parents via the Class Dojo. The School Story and Class Stories on Class Dojo also share our celebration of children's work in school.

At the beginning of each term, a curriculum letter is sent to parents outlining the work to be covered in the forthcoming term.

Reading record books are sent home daily.

The school encourages parents to share any issues about their child at the earliest opportunity. Teachers will meet with parents immediately, if at all possible. Where this is not possible, the parent makes an appointment. Parents usually have the opportunity to talk with staff when they collect them after school.

We hold meetings at the beginning of each new academic year with parents to explain the curriculum for that year with them and any changes that may take place in their child's new Year Group.

We send out three reports each year to parents on their child's progress in school. The parents also have the opportunity to discuss these reports at our parent consultation evenings following the issue of reports.

If a child is absent from school and we have no indication of the reason, we contact a parent/carer by telephone on the third day of absence to find out the reason. If parents wish to raise a concern or make a complaint, then we follow the procedures as laid down in our Complaints Policy.



Implementation

How we communicate - Home

Home School Agreement

Our home-school agreement explains the school's aims and values, the school's responsibilities towards the children, the responsibilities of parents and what the school expects of pupils. We ask parents to sign this agreement when their child starts at our school and to renew it each year.

The agreement covers the standard of education in our school, the ethos of the school and our expectations regarding attendance, behaviour and homework.

Parent Handbook

Our Parent Handbook contains a range of specified information to give parents a full picture of provision at our school. We update this annually.

Class Dojo

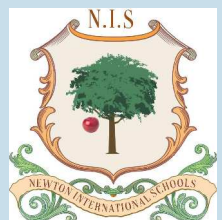
Teachers will be expected to set up a Class Dojo account, at the beginning of the school year a Dojo coordinator is appointed and will manage whole school accounts. Specialist and Arabic staff will be linked to accounts that are relevant to their teaching. All members of SMT will be linked to each class account. Teachers will not be expected to respond to messages on Class Dojo during non working hours or during holidays. Staff are required to respond to communication from parents within one working day.

Any issues or concerns regarding Dojo are to be directed to the class teacher and where necessary contact SMT.

Communication with other schools

Whenever a child leaves the school to transfer to another school, we issue a transfer letter and the child's latest academic report to the new school.

Parents are welcome to discuss any concerns with relevant member of staff.



Implementation

How we communicate - School

To keep everyone up to date with events, the weekly calendar is emailed out to staff.

Weekly Briefings are held on a Sunday in the palace foyer, to keep staff updated. All calendared events and deadlines are kept on a shared Google Calendar.

Collaborative Planning and management meetings are held weekly. Committee Meetings are held termly.

All of our systems and procedures are detailed in the Staff Handbook and saved within the policy file of Google Drive. All policies are kept on a separate drive with all staff having access.

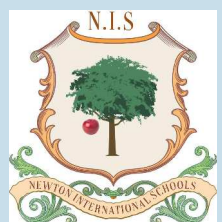
Staff member's details are kept locked away with HR. These details are not shared with other members of staff or outside agencies.

There is a register for each class on SIMs and children's records including medical information is kept in the Registrar's office.

A planning file can be found on G Drive containing long, medium and short-term plans for that class group.

Electronic communication is used to keep in contact with staff outside of school hours.

Parents are welcome to discuss any concerns with relevant member of staff.



Impact

Clear communication with all stakeholders ensures their are clear expectations in place in how information is delivered across the school.

As technology evolves and systems change it is important that this policy is regularly reviewed ensure as a school we are keeping up to date and streamlining systems of communication in all areas.

- With an effective communication policy in place we are able to provide:
- Clarity of school vision mission and objectives.
- Clarity of roles within the organisation
- Reach out to all members of the school community effectively

If complaint is raised within admin or leadership concern is passed to class teacher to resolve. If complaint is against class teacher MMT will resolve.

Parents are welcome to discuss any concerns with relevant member of staff.

