

# St. Joseph's RC Primary School



## Communication Strategy August 2018

## Rationale

It is essential, for the effective running of our primary school, that there are clear and concise guidelines for communications, both external and internal. Each person must be fully aware of his or her roles and responsibilities. If these roles and responsibilities are explicit and followed, it should result in everyone feeling involved, included and informed in our school community. Effective communication enables everyone to contribute to the policy making process, symbolises our commitment to openness and honesty in our practice, helps our planning, prioritisation and delivery to improve our service and helps to ensure positive partnerships between home and school. The following serves as a guide to communication for pupils, staff and parents within our school community.

## Consultation and communication with all staff

Communication	Purpose	Frequency
<b>Staff meetings/ Support Staff Meetings</b>	Routine administrative/procedural issues	As agreed by contractual hours/ Minutes to be emailed to all staff
<b>Team Around the School Meetings</b>	Operational/ Strategic	Weekly - Tuesdays / Fridays
<b>GLOW/ email</b>	GLOW weekly diary Staff emailed regularly with news and updates/ Assembly Agendas etc.	Updated weekly and as needed/ Email to be checked daily by staff
<b>Staff Noticeboard</b>	Weekly Diary / Daily events Displayed on "What's On This Week" Board	To be checked regularly by all
<b>Staff Pigeon Holes</b>	Internal mail / circulations	To be checked daily by all staff

<b>Staffroom Whiteboard</b>	Displayed for all to see recent updates / changes to daily diary	To be checked daily by all staff
<b>Internal Circulars</b>	Urgent information notes passed with staff list for signatures	As / when required
<b>Inclement Weather Communication Flow Chart</b>	Clear flow chart outlining which member of staff will contact others in case of bad weather/ school closure	As / when required
<b>Staff Social Board</b>	Keep staff informed of social events planned	As / when required

#### Consultation and Communication with pupils

Communication	Purpose	Frequency
<b>Makaton Signing</b>	To ensure an inclusive ethos of communication	Daily as / when required
<b>Formative Assessment Strategies</b>	Dialogue on progress and development	Daily
<b>Assembly</b>	Celebration of achievements, community involvement	Weekly
<b>Home / School Diaries</b>	Dates for diary / progress updates	As required
<b>Pupil Council</b>	Pupil Voice	Termly
<b>Pupil Council Notice Board</b>	Pupil Council Minutes, School news, sporting events, local initiatives	Ongoing
<b>Pupil Internal Vacancy</b>	Recruitment & Selection of	As/ when appropriate

<b>Board</b>	Positions of Pupil Responsibility	
<b>Class Circle Time/ PSD activities</b>	PSD, gathering pupil opinions	Weekly
<b>School Website/ Twitter / Social Media</b>	Homework links, educational websites, school information, twitter feed, individual class challenges, class updates	Daily
<b>GLOW email</b>	Homework reminders, teacher / pupil communication	Weekly
<b>Lesson plenaries</b>	discuss with pupils progression in learning and achievements within four capacities	Daily
<b>HT Awards/ Class Teacher Awards</b>	Positive rewards to reinforce hard work and effort/ communication between home / school via certificates	Weekly

## Consultation and Communication with parents/carers

Communication	Purpose	Frequency
School Handbook	School information for new parents/pupils.	New pupils/intake
Standards and Quality Report	Information on performance of school	Annually
School Website/ Social Media	Homework links, educational websites, school information, twitter feed, individual class challenges, class updates. Parent Council meeting minutes/School Policies.	On going
Newsletters	Significant dates, celebration of achievement, events, general school news	Minimum termly
Text Messaging	Information / reminders about school events	As / when required
Parent Council / Parent Council Noticeboards	Parent voice. Ensure positive parental partnership in leading school improvements. Minutes shared with wider parent population.	Termly
Parents evenings, informal and formal meetings	Discussion about pupil progress	Twice yearly and when required
Nursery / Primary 1 Induction Day	Familiarise parents/new pupils with the school	Every summer term

<b>Information Leaflets</b>	Information on a variety of topics	As required
<b>Home / School diaries</b>	Sharing information on progress of pupils	On going
<b>Acknowledgment slips</b>	Confirmation of receipt/consent	As required
<b>Surveys and questionnaires</b>	Impact of service delivery	As required
<b>Parent / Teacher "Meet &amp; Greet" Events</b>	Positive relationships established with new teachers	Annually / as and when appropriate
<b>End of session Pupil Reports</b>	Formally report on pupil progress	Annual

#### Consultation and communication with the local community

- Building community is very important to our school. Should any member of the local community have an issue they wish to discuss, this should be raised directly with the Head Teacher.
- School events such as concerts, shows, fayres and enterprise events are open to the local community to attend.
- Good use is made of local resources including The Whitehall Theatre, Balgay Park/Observatory, Dundee Rep, Dundee University and The Law. Staff continue to maintain good relationships and communication in liaising with local resources for the benefit of our pupils and each organisation.
- The school has a very positive partnership with the local parish of St. Joseph's and our local Parish Priest Father Leszek Wiececzek. Father Leszek is a regular visitor to our school and supports our whole school community. Father Leszek leads the school community in celebrating Holy Mass on holidays of obligation.

## Consultation and communication with other agencies

- The Head Teacher attends regular meetings with the Senior Leadership Team within Dundee City Council, Children and Families Service.
- Our local School Improvement Partnership team consisting of our link Education Officer Andy Macgregor, Gordon Ferrier (HT Blackness), Alison Curran (HT Our Lady's) and Lesley-Anne Weir (HT Victoria Park), reviews the school on an ongoing basis, in line with DCC Framework for Improvement documents.
- Links with cluster primary schools and cluster secondary school are very important and continue to be developed. St. John's Cluster HT Meetings take place every month
- The Head Teacher holds regular meetings with DEPS, Social Work, School Health, Housing, Health Board and voluntary agencies, e.g. Children First, The Corner, Barnardos, Dundee Early Intervention Team and Parent-to-Parent etc.
- The school will continue to build partnerships with local industry and other agencies to ensure best possible outcomes and experiences for our pupils.
- The Head Teacher and Child Protection Team continue to liaise with the MASH (Multi Agency Screening Hub) for any Child Protection concerns.

Effective and open communication is an essential component of any successful school. Here at St. Joseph's RC Primary School, communication between all stakeholders will be continually monitored and improved upon to ensure the school functions in the most efficient way possible.

**Mrs M Loudon**  
**Head Teacher**

(Date of review August 2019)