



**St Bonaventure's Catholic Primary School
Egerton Road,
Bishopston
Bristol,
BS7 8HP**

Communications Policy

Policy Owner	Headteacher
Governing Body Committee	MECP
Version no.	2
Issue Date	13.07.16
Last Review Date	22.5.19
Next Review Date	2020/21 Term 6

This policy is available at <http://www.st-bonaventures.bristol.sch.uk/>

Version History

Version	Date	Page	Description of Change	Origin of Change
1	21/06/13	All	New Updated Version	Niki Hawke
2	15/06/15	4	Minor change "group" to "school"	Jacob Preisner



ST BONAVENTURE'S CATHOLIC PRIMARY SCHOOL

COMMUNICATIONS POLICY

Aim

To ensure that communication amongst all members of the school community - all staff, children, parents, governors, parish and local residents - is both effective and efficient at all times.

Communication with Staff

A variety of means of communication is used to ensure that all members of staff are fully informed about the life and work of the school:

- school development planning
- formal meetings - SLT, whole staff, keystage and year group, LSA and line manager, SMSA and line manager.
- planning files
- assessment folders
- staffroom notice board - rota, timetables, union information, Governing Body, events and activities.
- whiteboard - day to day notices
- pigeon hole - memo, agenda, minutes of meetings course details, newsletters
- staff hand book (also given to supply teachers and students)
- informal meeting and discussion
- performance management meetings

Communication with Children

Individual class teachers organise appropriate ways of communicating information to the children in their class:

- conferencing
- marking
- assemblies- whole school, keystage, year group
- literate environment
- target setting
- circle time
- notice board
- classroom discussions

Communication with parents

Parents are kept informed about the life and work of the school through:

- Prospectus

- annual progress reports
- website
- newsletters
- notice board
- home/school agreement
- home/school liaison books
- parent /teacher consultations
- informal discussion - before and after school, telephone messages
- open days
- curriculum meetings and displays
- letters - formal and informal
- class assemblies
- coffee morning, cake sales

Communication with Governors

Regular contact is maintained with the Governing Body through:

- Headteachers Report
- newsletters
- committees
- working parties
- Inset sessions
- governor visits to school

Communication with the community and parish

St Bonaventure's School recognises itself as an important part of the local community. Contact with the community is maintained through:

- PTFA events - Christmas/Summer Fair
- school production
- masses - whole school, year group, class etc.
- parish links
- special projects - charities, community groups

Communication with outside agencies

Regular contact is maintained with outside agencies via the member of staff responsible for that area:

- LA Advisory Service
- EAL support
- educational psychologist
- occupational speech therapist
- paediatricians
- educational visits
- special needs support teachers
- peripatetic teachers

- social services
- school nurse
- primary/secondary schools
- training establishments
- educational welfare officer
- emergency / safety services
- theatre/multi-cultural groups
- Investors in People
- LA funded projects
- teacher supply agencies
- pre-schools
- business and community links