



West Wycombe School

School Communication Policy

Approved by:	West Wycombe School Local Governing Board
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Contents

1. Introduction and aims	3
2. Roles and responsibilities	3
3. How we communicate with parents and carers	4
4. How parents and carers can communicate with the school	6
5. Inclusion.....	7
6. Monitoring and review	7
7. Links with other policies.....	7
Appendix 1: school contact list	8

1. Introduction and aims

Our aim is to promote partnership working between parents/carers and school through effective communication. We are committed to developing understanding, respecting confidentiality and building trust.

We believe that clear, open communication between the school and parents/carers has a positive impact on children's learning because it:

- Gives parents/carers the information they need to support their child's education
- Helps the school improve, through feedback and consultation with parents/carers
- Builds trust between home and school, which helps the school better support each child's educational and pastoral needs

The aim of this policy is to promote clear and open communication by:

- Explaining how the school communicates with parents/carers
- Setting clear standards for responding to communication from parents/carers
- Helping parents/carers reach the member of school staff who is best placed to address their specific query or concern so they can get a response as quickly as possible

In the following sections, we will use 'parents' to refer to both parents and carers.

2. Roles and responsibilities

2.1 Headteacher

The headteacher is responsible for:

- Ensuring that communications with parents are effective, timely and appropriate
- Monitoring the implementation of this policy
- Regularly reviewing this policy

2.2 Staff

All staff are responsible for:

- Responding to communication from parents in line with this policy and the school's ICT and Acceptable Use Policy
- Working with other members of staff to make sure parents get timely information (if they cannot address a query or send the information themselves)

Staff will aim to respond to communication during core school hours or their working hours (if they work part-time). In line with promoting staff wellbeing and helping our staff find a suitable work-life balance, staff may work around other responsibilities and commitments and respond outside of these hours, but they are **not expected** to do so.

2.3 Parents

Parents are responsible for:

- Ensuring that communication with the school is respectful at all times

- Making every reasonable effort to address communications to the appropriate member of staff in the first instance
- Responding to communications from the school (such as requests for meetings) in a timely manner
- Checking all communications from the school

Any communication that is considered disrespectful, abusive, or threatening will be treated in line with our parent code of conduct.

Parents should not expect staff to respond to their communication outside of core school hours or during school holidays.

3. How we communicate with parents and carers

The sections below explain how we keep parents up-to-date with their child's education and what is happening in school.

Parents should monitor all of the following regularly to make sure they do not miss important communications or announcements that may affect their child.

3.1 Email

We use email to keep parents informed about the following things:

- Upcoming school events
- Scheduled school closures (for example, for staff training days)
- School surveys or consultations
- Class activities or teacher requests

3.2 Text messages

We will text parents about:

- Payments
- Short-notice changes to the school day
- Emergency school closures (for instance, due to bad weather)

3.3 School calendar

Our school website includes a full school calendar for the term.

Where possible, we try to give parents at least 2 weeks' notice of any events or special occasions (including non-uniform days, special assemblies or visitors, or requests for pupils to bring in special items or materials).

Any such event will be included in the school calendar.

3.4 Phone calls

We use phones for absence or in the case of illness or emergency.

3.5 Letters

We send the following letters home regularly:

- Letters about trips and visits

- Consent forms
- Our weekly newsletter

3.6 Reports

Parents receive reports from the school about their child's learning, including:

- An end-of-year report covering their achievement in each part of the curriculum, how well they are progressing, and their attendance
- Termly progress reports
- A report on KS1 and KS2 SATs tests

We also arrange regular meetings where parents can speak to their child's teacher(s) about their achievement and progress (see the section below).

3.7 Meetings

We hold two parents' evening(s) per term. During these meetings, parents can talk with teachers about their child's achievement and progress, the curriculum or schemes of work, their child's wellbeing, or any other area of concern.

The school may also contact parents to arrange meetings between parents' evenings if there are concerns about a child's achievement, progress, or wellbeing.

Parents of pupils with special educational needs or disability (SEND), or who have other additional needs, may also be asked to attend further meetings to address these additional needs.

3.8 School website

Key information about the school is posted on our website, including:

- School times and term dates
- Important events and announcements
- Curriculum information
- Important policies and procedures
- Important contact information
- Information about before and after-school provision

Parents should check the website before contacting the school.

4. How parents and carers can communicate with the school

Please use the list in appendix 1 to identify the most appropriate person to contact about a query or issue, including the school office number and email address.

4.1 Email

Parents should always email the school, or the appropriate member of staff, about non-urgent issues in the first instance.

We aim to acknowledge all emails within two working days, and to respond in full (or arrange a meeting or phone call if appropriate) within two working days.

If a query or concern is urgent, and you need a response sooner than this, please call the school.

4.2 Phone calls

If you need to speak to a specific member of staff about a **non-urgent** matter, please email the school office and the relevant member of staff will contact you within two working days.

If this is not possible (due to teaching or other commitments), someone will get in touch with you to schedule a phone call at a convenient time. We aim to make sure you have spoken to the appropriate member of staff within three days of your request.

If your issue is **urgent**, please call the school office.

Urgent issues might include things like:

- Family emergencies
- Safeguarding or welfare issues

For more general enquiries, please call the school office.

4.3 Meetings

If you would like to schedule a meeting with a member of staff, please email the appropriate address (see appendix 1), or call the school to book an appointment.

We try to schedule all meetings within four working days of the request.

While teachers are available at the beginning or end of the school day if you need to speak to them urgently, we recommend you book appointments to discuss:

- Any concerns you may have about your child's learning
- Updates related to pastoral support, your child's home environment, or their wellbeing

4.4 Home-school communications app

If your school has an app that parents can use to communicate with the school, explain when parents should use the app and any expectations you have of parents and staff.

5. Accessibility

It is important to us that everyone in our community can communicate easily with the school.

5.1 Parents with additional communication needs

We aim to make communications accessible to all. We have taken the following steps to achieve this:

- All whole-school announcements and communications (such as email alerts and newsletters) are made available in multiple formats
- All communications are written as clearly and concisely as possible
- Accessibility is considered when designing/updating the school website [give examples, such as: providing alt text for images, using text colours that show up clearly against the background colour]
- Staff are trained on accessibility and will endeavour to provide information in an accessible format

Parents who need help communicating with the school can request reasonable adjustments, such as:

- School announcements and communications in accessible formats

- Sign language interpreters for meetings

Please contact the school office to discuss these

5.2 Parents with English as an additional language (EAL)

We currently make whole-school announcements and communications (such as email alerts and newsletters) available in the following languages:

- English
- Class Dojo translates into most language

Parents who need help communicating with the school can request the following support:

- School announcements and communications translated into additional languages
- Interpreters for meetings or phone calls

We can make additional arrangements if necessary. Please contact the school office to discuss these.

6. Monitoring and review

The headteacher will monitor the implementation of this policy throughout the year.

The policy will be reviewed annually by the Trust central team and approved by the governing board.

7. Links with other policies

This policy should be read alongside our policies on:

- ICT and acceptable use
- Parent code of conduct
- Staff code of conduct
- Complaints and Resolutions

Appendix 1: school contact list

Whom should I contact?

Choose the introductory text that best reflects your school's procedure and make sure it reflects section 4 above, for instance if you expect parents to email or call the school office add the relevant details below.

Option 1:

If you have questions about any of the topics in the table below, or would like to speak to a member of staff:

- Email or call the school office on [insert school office email address and phone number]
- Put the subject and the name of the relevant member of staff (from the list below) in the subject line (for emails)
- We will forward your request on to the relevant member of staff

Remember: please check our website first, much of the information you need is posted there

We try to respond to all emails within [timeframe].

Option 2:

If you have questions about any of the topics in the table below, or would like to speak to a member of staff:

- Email the most appropriate address
- Include your child's full name in the subject line

We try to respond to all emails within [timeframe].

Adapt this table to suit your school.

If you provide email addresses so that parents can contact staff directly, we recommend that you:

- Create generic email addresses where possible rather than providing email addresses for individual members of staff (for instance, ks1@myschool.com or history@myschool.com)
- Include office hours, if relevant (so parents know when someone is likely to see their email)

I HAVE A QUESTION ABOUT...	WHO YOU NEED TO TALK TO
My child's learning/class activities/lessons/home learning	Your child's [class teacher/subject teacher]
My child's wellbeing/pastoral support	School office/insert staff member
Payments	School office/insert staff member
School trips	School office/insert staff member
Uniform/lost and found	School office/insert staff member

I HAVE A QUESTION ABOUT...	WHO YOU NEED TO TALK TO
Attendance and absence requests	If you need to report your child's absence, call: [insert phone number] If you want to request approval for term-time absence, contact [insert details]
Bullying and behaviour	School office/insert staff member
School events/the school calendar	School office/insert staff member
Special educational needs	School office/insert staff member
Before and after-school clubs	School office/insert staff member
Hiring the school premises	School office/insert staff member
The PTA	School office/insert staff member
The governing board	School office/insert staff member
Catering/meals	School office/insert staff member

Complaints

If you would like to file a formal complaint, please follow the procedure set out in our Complaints and Resolutions Policy.

[Link to the Complaints Policy, or explain where this can be found.](#)