

## **Woolton High School**

### **Whole School Communication Policy 2019-20**

As a school, Woolton High recognises the value and importance of clear and consistent communication between colleagues, associated professionals, families and interested parties, to ensure the planning of high quality educational provision to the benefit of all pupils and members of staff.

#### **Objectives**

As a school we aim to develop, implement and sustain methods of communication which:

- enable members of staff to practice consistently
- ensure confidentiality
- provide current, relevant information to appropriate individuals
- develop a stable environment for pupils
- support the home environment
- record information

#### **Policy**

In order to ensure that an appropriate level of communication is maintained across school and with all relevant parties, structures are in place to support and regulate contact as a working minimum. These can be increased should the need arise. To this end a number of practices are in place to encourage school to care for the young person as a whole.

These include:

#### **Daily**

- Attendance calls
- Texts to staff to disseminate information

#### **Weekly**

- Education Welfare meeting
- Senior management/leadership meetings

#### **Fortnightly**

- Whole school staff meeting / CPD

#### **Half term**

- Safeguarding and attendance multi-agency meetings
- Website updates
- Facebook page updates
- Team Around the School meetings
- Governing Board meeting
- School Council meeting

LSA Supervision

**Termly**

-Performance management in school

**Twice a year**

-School reports

**Annual**

-Annual/Transition reviews

-End of Year reports

Communication also occurs with pupils' families or carers whenever an issue arises during the school day, and as a result of the school's open door policy to anyone involved with the pupil. Contact may be through phone contact, text message, school Facebook page or email. The school also provides information and updates via the website.

**This policy was reviewed on September 2019**

**This policy will be reviewed in September 2020**