

Enderby Road Infant School

Communications policy



PERSON RESPONSIBLE FOR POLICY:	Head Teacher
APPROVED: CHAIR OF GOVERNORS	DATE: 27-2-24
SIGNED: <i>C LLOYD</i>	ROLE: Chair
TO BE REVIEWED:	SPRING 2026

POLICY FOR COMMUNICATIONS

At Enderby Road, every effort is made to ensure that communication between all members of the school community – staff, children, parents, governors, helpers and local residents – is both effective and efficient.

Written communications include:

- ☐ Annual diary of events distributed to all stakeholders. This is updated each year
- ☐ Individual emails to staff as appropriate
- ☐ Head Teacher's Report to governors
- ☐ Reports to parents
- ☐ Newsletters to parents
- ☐ School website
- ☐ School's Facebook page
- ☐ Class Dojo
- ☐ Individual letters to parents
- ☐ Parentmail - emails

Staff Communication

Different types of communication are used to ensure that teaching and non-teaching staff are kept fully informed about the life and work of the school.

Each staff member has a school email account and regular emails are sent to share information and as a way of communicating between individuals or groups. To relieve staff pressures, parents are asked to email the admin office and do not have access to staff email addresses.

Communications that are paper-based and may include course details or subject manager information. This information is hand-delivered by the admin team. Other communications posted in the staffroom cover union information, bulletins, courses, information, meetings, social events and timetables. The Headteacher is responsible for updating the staff notice boards.

Staff are asked to contribute to a weekly briefing/dairy dates notice board to keep everyone updated with relevant events or are important for other staff to be aware of, for example: class visits, social events, games fixtures.

An agenda for staff meetings will be emailed to staff. Minutes are held in the Staff Meetings File which is located on the shared Google Drive Folder.

Staff who job share are expected to communicate effectively with their partner to ensure a smooth transition for the children. Both partners must also keep up to date with internal and external communications i.e. emails, CPOMs, letters to parents. Curriculum responsibilities must be clearly defined and copies of planning and resources shared in good time.

Communication with the Children

Class teachers organise their own methods of communicating information to the children. This could be a News Board or notice board. Each class will have its own system for distributing letters and other materials to be sent home with the children.

Every class can have a marked basket/box to collect letters, monies and other items for the attention of the admin staff. The box is delivered to the office after morning registration if needed. Any items to be sent home with the children, such as reminders or letters to individual parents, are returned to the class in time for afternoon registration and handed to the appropriate child at the end of the day. Messages for a particular child, which are received in the General Office during the day, are sent to the class teacher. Where possible message to staff and parents are done electronically.

Personal achievements are celebrated with the whole school in a special reward assembly on a Friday and certificates are sent home.

The School Council meets on a regular basis to discuss important issues with Mrs Smeaton.

Communication with Parents

Written

Information and news is communicated to parents in newsletters, letters sent home with the children or by text/email. The newsletter is of a general nature and sent to all parents, whilst other letters might be specifically for one class or year group. Great care is taken to ensure that each newsletter is of a high standard and presented to project a positive image of Enderby Road. Newsletters are emailed to parents and displayed on the website for up to one month. Spare copies of all newsletters are kept in the General Office. All copies of letters sent home are put onto the website so that they can be accessed by split families. Texts are used wherever appropriate.

The Head Teacher or Mrs Pogson reads all letters from teachers, before they are typed and distributed.

Oral

Parents are welcome in school but, if they need to speak to a particular member of staff, they should come into the office in a morning to make an appointment for the end of the day. Parents may make an appointment to see their child's class teacher or the Head Teacher at a mutually convenient time. If parents ring to speak to a teacher, a message will be taken and the teacher will ring back at their earliest convenience. Lessons will not be disrupted for teachers to take phone calls. If the call is urgent, it will be passed to the Head Teacher.

Regular parents' evenings are held each term.

Communication with Governors

Contact is maintained with the governors on a regular basis. They are provided with annual diaries and updates. Governors are invited to all school functions and presentations. The governors receive a written Head Teacher's Report in advance of each full meeting. Minutes of all meetings are printed and distributed. Governors have a curriculum area and meet regularly with subject leaders.

Communication with the Community

Contact is maintained with the school's immediate neighbours by leaflets, letters and emails when necessary.

Communication with Other Schools

Enderby Road is in regular contact with the staff and children of other infant and primary schools through personal contact with specific staff, informal groups, networks, sports fixtures and other inter-school events, or through more formal channels such as INSET, Cluster and Head Teachers' Cluster (eg Learning Network) meetings. We have a particular close link with Leys Farm Junior School. As we share families, we make sure we coordinate key term dates and any other relevant dates and information.

Communication with Outside Agencies

The Headteacher usually acts as a publicity officer and maintains contact with the local press. Close ties are sustained with support agencies, including the Educational Psychologist, the LA Special Needs Support Service and the School Nurse.

Electronic Communication

Currently the website, Class Dojo, Parentmail and Facebook are used to communicate with parents and the community.

Next review – Spring 2026