

# Communications Policy

## Battlefield Primary School

### Rationale

In Battlefield Primary we have many lines of communication to maintain: with parents and carers, with the wider community, with the Education Department, with outside agencies, and within the school. Good communication between the school and the home is essential, and children achieve more when schools and parents work together. Parents can naturally help more if they know what the school is aiming to achieve.

### Communication with parents

In Battlefield Primary we aim to have clear and effective communications with all parents and with the wider community. Effective communications enable us to share our aims and values, through keeping parents well informed about school life. This reinforces the important role that parents play in supporting the school. In Battlefield Primary we communicate with parents in a number of ways. Through Learning Stories we provide a written report to each child's parents on the child's progress in all curricular areas. Parents formally meet their child's teacher twice during the year for updates on progress. This gives parents the opportunity to celebrate their child's successes, and to support their child in areas where there is need for development.

The school also publishes a regular newsletter to inform parents of events and the latest news about the work of the school. All information about the school is contained in the school handbook which can be downloaded from the school website [www.battlefield-pri.glasgow.sch.uk](http://www.battlefield-pri.glasgow.sch.uk) or you can request a copy from the school office. Parents are also invited to school assemblies and school performances. In addition, they have a number of opportunities to visit their child's class through the shared learning programme. Parents are encouraged to contact the school if they have any concerns by e-mail, phone or in person. The school website is a great source of information for parents and often has photographs and comments posted by classes of recent relevant learning experiences.

### Communication with the Parent Council

In Battlefield Primary we work closely with our Parent Council to provide pupils with enhanced opportunities to learn both inside and outside school. Staff and parents are welcome to come along to meetings- these are held approximately every 6 weeks. The parent Council have introduced a facebook page as an alternative form of communication. You can find this at <http://ow.ly/FO68W>

### Communication with outside agencies

Close contacts are maintained with support agencies including the Educational Psychologist, Learning Support groups, Education Resource Services and National Health Service professionals.

## **Communication within our school**

### **Staff**

A variety of means of communication are used to ensure that both teaching and non-teaching staff are kept fully informed about the life and work of the school. A quality assurance calendar detailing the monitoring process in the school is made available to staff at the beginning of every session. Staff are informed, through e-mail, about events, news and minutes of meetings through the school calendar. Staff attend regular meetings for a variety of purposes.

All members of staff are responsible for ensuring that any event they lead on is made available to appropriate staff through written or verbal communication. Notices for union members, bulletins, courses are posted on the staff noticeboard or sent electronically through e-mail. Staff should make every effort possible to access e-mails regularly. Written communications which affect some or all staff and require a response during the day are taken around by a messenger who will usually ask staff to initial a sheet to confirm that they have seen the information. All staff communicate with each other on an informal basis daily.

### **Children**

It is important for children to be fully informed about the work of the school and we do this in a number of ways. Children attend regular assemblies where they have the opportunity to hear about any news. Visual timetables are made available in class so that children are aware of what subjects they are studying on a given day. Letters and posters are used to inform and promote clubs in the school. Teachers share the learning to be undertaken in class through learning intentions and success criteria.

We run several committees within the school and the children representing their class on these committee groups meet fortnightly. After meetings they report back to their class on any developments or plans from their committee.

### **Electronic communication**

We use the Internet and e-mail, and we have a school website. All school members may communicate with others through the Internet. There are many benefits, but also a number of possible dangers. Rules for the use of the Internet are contained in our Safe Use of the Internet policy. Safeguards in our school include constant adult supervision, sites being filtered by our service provider, controlled links, and the use of child-friendly search engines.

Our school website provides information about the school, and an opportunity to celebrate children's work with the worldwide learning community. Members of staff and classes have authority-provided e-mail accounts. All children are required to sign Glasgow City Council's acceptable use form.

### **Use of photographs, names and social media**

Photographs are used extensively around the school for many purposes, including displays, campaigns, committees, records of practical work (for example art or technology projects), and records of important school events.

We may use photographs of children or their work when communicating with parents and the wider community, in newsletters, in the school handbook and on the school

website/Facebook account. The local or national press may on occasion publish photographs of children participating in events at school.

Parental permission must be obtained before using photographs of children or their work as detailed above. A permission slip goes out to all parents at the beginning of the year. Lists of those children for whom permission has **NOT** been given will be held by each class teacher, and by the school office. Photographs used out with school will not be captioned with children's names.

During school events such as assemblies and concerts parents are free to take photographs however these pictures should **NOT** appear on social networking websites such as Facebook if there are other pupils in the photographs.

All communications processes within school are monitored and audited by the Head Teacher and Depute Head Teachers.