



APPENDIX 1

PROCEDURES FOR COMMUNICATION

INSIDE THE SCHOOL

1. **H. T. Weekly Bulletin** – This will provide a summary for the week ahead.
2. **School Procedures** - These outline procedures and are updated annually.
3. **Senior Management Team Meetings** - These take place at least once per week. Issues relating to school management and other matters are discussed. A minute is kept of this meeting.
4. **Department Meetings** - These take place on a regular basis. Subject issues are discussed. Business issues should be kept to a minimum. A member of the SMT allocated to a department will attend these meetings on a regular basis. Any member of the SMT may be invited to a meeting where matters are being discussed which fall within his/her remit.

All meetings should have an agenda circulated to staff and the SMT line manager prior to the meeting, preferably the day before. A brief minute should be kept of all meetings and a copy provided for the Head Teacher and the associated link manager.

5. **Principal Teachers' Meetings** - There are four per session. The Head Teacher will normally chair these meetings. An agenda is issued in advance and minutes are taken. The minutes of the previous meeting will be issued prior to the meeting. Principal Teachers are invited to submit items for the agenda.
6. **Pupil Support Team** - These take place on a weekly basis and will be attended by the SMT link representative.
7. **Year Assemblies** - These will take place fortnightly and will be conducted by the appropriate DHT and/or the Pupil Support personnel.
8. **Improvement Teams** - These are established as required and meet regularly. These teams have responsibility for taking forward the targets set in the School Improvement Plan.



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OUTWITH THE SCHOOL

1. **Parent Council** - This is a statutory body consisting of eight parent members, two co-opted members (one representative of the Church) and two staff members. The Head Teacher is an advisor to the Parent Council.
2. **Parent Teachers Association (PTA)** - This is a voluntary body consisting of parent and teacher representatives. Meetings are held on a regular basis at a time agreed by the association. The PTA assists the school on many fronts. They raise funds for the school and assist at many school based functions such as parents meetings and pupil related activities.
3. **Parents' Newsletter** - This will be issued to parents 3 times a year – Christmas, and Summer. All members of staff are encouraged to contribute articles/information that might be of interest to parents.
4. **Letters** - No letter should be sent without having been approved by a member of SMT, including non-standard letters issued by Guidance staff.
5. **Telephone Calls** - Only SMT and Guidance should contact parents by telephone. All telephone calls from parents should be dealt with by SMT or Guidance.
6. **Parents' Interviews** - These will normally only be conducted by SMT or Guidance.

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