ST NINIAN'S HIGH SCHOOL

School Policy No 1

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COMMUNICATIONS POLICY

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Effective communications are essential for the smooth and effective management of the school. It is necessary that everyone, adults and pupils, is aware of the importance of procedures.

It is the responsibility of all staff to ensure that they are familiar with school policies and procedures and that they adhere to the instructions therein.

1. AIM

To establish and maintain an effective system of communication.

2. OBJECTIVES

2.1 To build on the current system of statements of procedures and policy and improve its effectiveness.

2.2 To assist students, new teachers and visitors to the school.

2.3 To provide parents with information about their children.

2.4 To provide parents with information about the life of the school.

2.5 To ensure that parents are made aware of the procedures to be followed in cases of absence for all or part of a day.

2.6 To clarify the procedures for recording of attendance and associated matters.

2.7 To ensure effective communication between guidance and classroom teachers.

2.8 To ensure that the agenda and minutes for all meetings are distributed according to an agreed procedure.

2.9 To clarify procedures to be followed when arranging school outings.

2.10 To publicise events in/outwith school.

2.11 To ensure effective communication between SMT and all staff.

2.12 To provide information for outside agencies.

3. METHODS OF ACHIEVING THE OBJECTIVES

The Senior Management Team has the responsibility of ensuring, either directly or by delegation, that the objectives are met.

3.1 By issuing:

    (a)   indexed statements of procedures, ie school information which is updated on an annual basis

    (b)   indexed policy documents, ie general statements of policy.

3.2 By providing students and new teachers with a Teacher's Guide.

3.3 By continuing to review all systems for communicating with parents particularly the Reporting system.

3.4 By issuing regular Newsletters.

3.5 By ensuring that all parents are issued with details of procedures to be followed in cases of absences for all or part of a day.

3.6 By including in the school procedures information about

- attendance - recording of absences
- reporting of discrepancies between bulletin class registers
- latecoming
- illness during the school day
- absence for appointments during the school day
- procedures to be followed by teachers when pupils are extracted from class.

3.7 By circulating information about pupils who have difficulties or who have health problems. A copy of this information is available in each department.

3.8 By discussion between the Head Teacher and Principal Teachers to establish the procedures to be followed.

3.9 By having a policy document on the subject of school outings.

3.10 By having:-

- bulletin boards with eye-catching posters
- information to be circulated to local churches for inclusion in bulletins
- regular Parents' Newsletters.

3.11 By encouraging all staff to become involved in staff teams.

4. STAFF DEVELOPMENT

This policy allows the opportunity for staff development through the involvement of staff in policy formation.

5. EVALUATION

It is important that any policy is evaluated to establish the extent to which the objectives are being met and to clarify any problems as and when they arise. This will be an ongoing process. A formal evaluation should be carried out annually.

Annual Evaluation in May

Updated May 2023