

Lines of Communication

Date	Review Date	Coordinator	Nominated Governor
March 2022	March 2024	Theresa O'Hagan Kathy Glass	Julian Vennis

We believe it is essential to have in place good lines of communication between the school, parents, church, Diocese, school personnel, governors, pupils, Hackney Education, external agencies and the local community. The continued development and success of the school depends on everyone connected with it being kept well informed at all times.

Aims

- To have in place a clear and effective system of communicating to others.
- To use a range of strategies in order to make lines of communication effective.

School contact

Please contact the office via telephone (0207 254 7353) or email (admin@olsj.hackney.sch.uk). This is to ensure that queries or concerns are reported to the appropriate member of staff in the first instance and due process is followed. You will then receive a response by phone call, email or letter.

School Communication

Everyone connected with the school is kept informed by the following strategies:

Parents	<ul style="list-style-type: none"> - Weekly newsletter (printed copies available on request) - 3 parent/teacher consultations per year - Pupils' annual report - School website - Class Dojo (see class and whole school updates on 'stories') - Teachers2Parents text message and email service
School personnel	<ul style="list-style-type: none"> - Week in view - Staffroom information board - Daily briefings and weekly staff meetings - Weekly Senior Leadership Team meetings - Emails and text message service
Governors	<ul style="list-style-type: none"> - Headteacher Report to Governing Body - Governing Body Meetings - Newsletters - Visits to the school
Pupils	<ul style="list-style-type: none"> - School Council - School newsletter section - Collective Worship - Assemblies
Hackney Education	<ul style="list-style-type: none"> - School Improvement termly visits - Participation in moderation

Our Lady & St Joseph Primary School

	- Regular liaison and advice
Local Community	- Visits from local community representatives - School website - Community outreach/charity work

Monitoring the implementation and effectiveness of this policy

It is important that lines of communication are adhered to in order to ensure efficiency and consistency with regards to strategic and operational running of the school.

This policy will be monitored and reviewed regularly for effectiveness.

Acting Headteacher:	Aoife O'Grady	Date:	30.03.2022
Acting Chair of Governing Body:	Julian Vennis	Date:	30.03.202