



Communication Strategy

Shenley Primary School is a friendly, nurturing village school at the heart of its community, where every child is known, valued and placed at the centre of all we do. We strive to grow confident learners who show **self-belief**, work with **teamwork**, aim high with **aspiration**, treat others with **respect**, and find **strength in kindness**. With high expectations and a commitment to being *happy – inspired – united*, we create a joyful environment where children **shine** and flourish academically, socially and emotionally.

As part of this, we need to ensure that communication is central to school life and school learning. Through strong, purposeful communication, we build relationships that uphold and reflect the values of our school community. We are committed to working in partnership with parents and carers so that every child feels **happy, inspired, and united** as they grow and learn at Shenley Primary School.

We trust that all families will assist our school with the implementation of the Parent and Carer Code of Conduct as part of our shared commitment to creating a respectful, safe and supportive environment for all. The Code of Conduct can be found within our policy page:

<https://www.shenleyprimary.co.uk/policies>

Aim

Our aim at Shenley Primary School is to ensure that communication is **effective, supportive and informative**. A clear and consistent communication strategy helps every member of our community feel valued and connected, reinforcing our shared vision and values. To achieve this, all communication must be:

- Clear, accurate, and precise
- Inclusive of the whole school community
- Respectful to all parties involved



Communication Strategy

Method 1: technology based communication (from school to families)		
Platform	What will be communicated	Frequency
School website	• Key school information • Weekly newsletters • Half termly Curriculum Information Pages • Policy updates • Trips, term dates, events and calendar information	When required
Arbor	• Term dates, school closures and INSET reminders • Booking links for parent consultations • Weekly school newsletter • Letters for important information (e.g. trips, policy information, uniform, attendance etc) • Event announcements or reminders	When required
Class Dojo	• Weekly homework	Weekly



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Method 2: in person (from school to families)		
Platform	What will be communicated	Frequency
Parent consultations	• Academic, pastoral and attendance updates for families • Targets for the following term • A chance to see your child's school books and talk to them about their learning	Autumn term and spring term
SEND plan review meetings	• Meetings with parents of pupils on the SEND register	Termly
Meetings via appointment	• Opportunity to discuss specific questions related to your child	When required
Class or whole-school events	• Performances related to what the pupils have been learning • Stay and Learn sessions for families to participate in learning experiences alongside their child	When required



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Method 3: paper for children to take home (from school to families)		
Platform	What will be communicated	Frequency
Annual school report	• General progress • Areas of strength and next steps • Attendance • Results of statutory assessments (e.g. End of Key Stage 2 SATs, Phonics Screening Check, Multiplication Tables Check)	Summer term
Trip letters with permission slips	• Trip details and slip to provide parental permission for child to attend	When required



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Method 4: wider community (from school to stakeholders)		
Platform	What will be communicated	Frequency
Instagram	• Key events that school is taking part in • Marketing and promotion	When required
Tours and school events	• Community events with an opportunity to showcase and celebrate our school	When required
School website	• Policies and processes • Key information	When required
Other platforms	• Banners • Posters and notices (e.g. to promote events, share lunch menu, admissions information)	When required

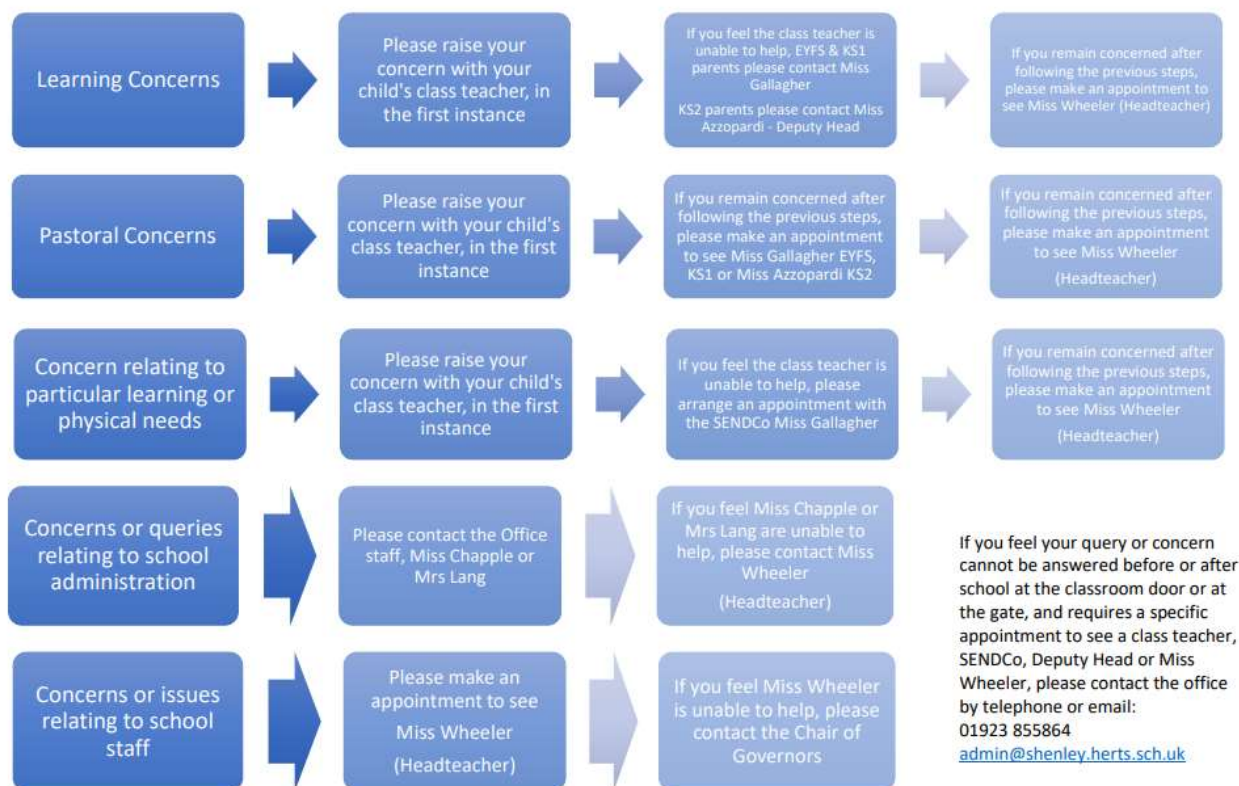


Communication Strategy

How can parents and carers communicate with us?



Shenley Primary School's Flowchart of Communication





Communication Strategy

Safeguarding at Shenley Primary School



Shenley Primary School is committed to the safeguarding of all pupils and takes seriously any breaches of the legislation

If you are concerned about any of our children, please come and talk to one of our Designated Safeguarding Leads (DSL)



Miss Georgie Wheeler
Headteacher
DSL



Miss Adrienne Azzopardi
Deputy Head
Deputy DSL



Miss Claire Gallagher
Class Teacher / SENDCo
Deputy DSL

Remember:

Any concern about a child is important and worth reporting.

Sometimes the little things fit together to create a bigger picture and you could have the final piece in the jigsaw

RECOGNISE – RESPOND – REPORT – REFER (0300 123 4043)