



## 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:

<https://www.shenleyprimary.co.uk/site/data/files/migrated/policies/FA23460B771581EA887E52204130D04A.pdf>

### 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	<ul style="list-style-type: none"><li>● Key school information</li><li>● Weekly newsletters</li><li>● Half termly Curriculum Information Pages</li><li>● Policy updates</li><li>● Trips, term dates, events and calendar information</li></ul>	When required
Arbor	<ul style="list-style-type: none"><li>● Term dates, school closures and INSET reminders</li><li>● Booking links for parent consultations</li><li>● Weekly school newsletter</li><li>● Letters for important information (e.g. trips, policy information, uniform, attendance etc)</li><li>● Event announcements or reminders</li></ul>	When required
Class Dojo	<ul style="list-style-type: none"><li>● Weekly homework</li></ul>	Weekly



## Communication Strategy

Method 2: in person (from school to families)		
Platform	What will be communicated	Frequency
Parent consultations	<ul style="list-style-type: none"><li>● Academic, pastoral and attendance updates for families</li><li>● Targets for the following term</li><li>● A chance to see your child's school books and talk to them about their learning</li></ul>	Autumn term and spring term
SEND plan review meetings	<ul style="list-style-type: none"><li>● Meetings with parents of pupils on the SEND register</li></ul>	Termly
Meetings via appointment	<ul style="list-style-type: none"><li>● Opportunity to discuss specific questions related to your child</li></ul>	When required
Class or whole-school events	<ul style="list-style-type: none"><li>● Performances related to what the pupils have been learning</li><li>● Stay and Learn sessions for families to participate in learning experiences alongside their child</li></ul>	When required



## Communication Strategy

Method 3: paper for children to take home (from school to families)		
Platform	What will be communicated	Frequency
Annual school report	<ul style="list-style-type: none"><li>● General progress</li><li>● Areas of strength and next steps</li><li>● Attendance</li><li>● Results of statutory assessments (e.g. End of Key Stage 2 SATs, Phonics Screening Check, Multiplication Tables Check)</li></ul>	Summer term
Trip letters with permission slips	<ul style="list-style-type: none"><li>● Trip details and slip to provide parental permission for child to attend</li></ul>	When required



## Communication Strategy

Method 4: wider community (from school to stakeholders)		
Platform	What will be communicated	Frequency
Instagram	<ul style="list-style-type: none"><li>● Key events that school is taking part in</li><li>● Marketing and promotion</li></ul>	When required
Tours and school events	<ul style="list-style-type: none"><li>● Community events with an opportunity to showcase and celebrate our school</li></ul>	When required
School website	<ul style="list-style-type: none"><li>● Policies and processes</li><li>● Key information</li></ul>	When required
Other platforms	<ul style="list-style-type: none"><li>● Banners</li><li>● Posters and notices (e.g. to promote events, share lunch menu, admissions information)</li></ul>	When required

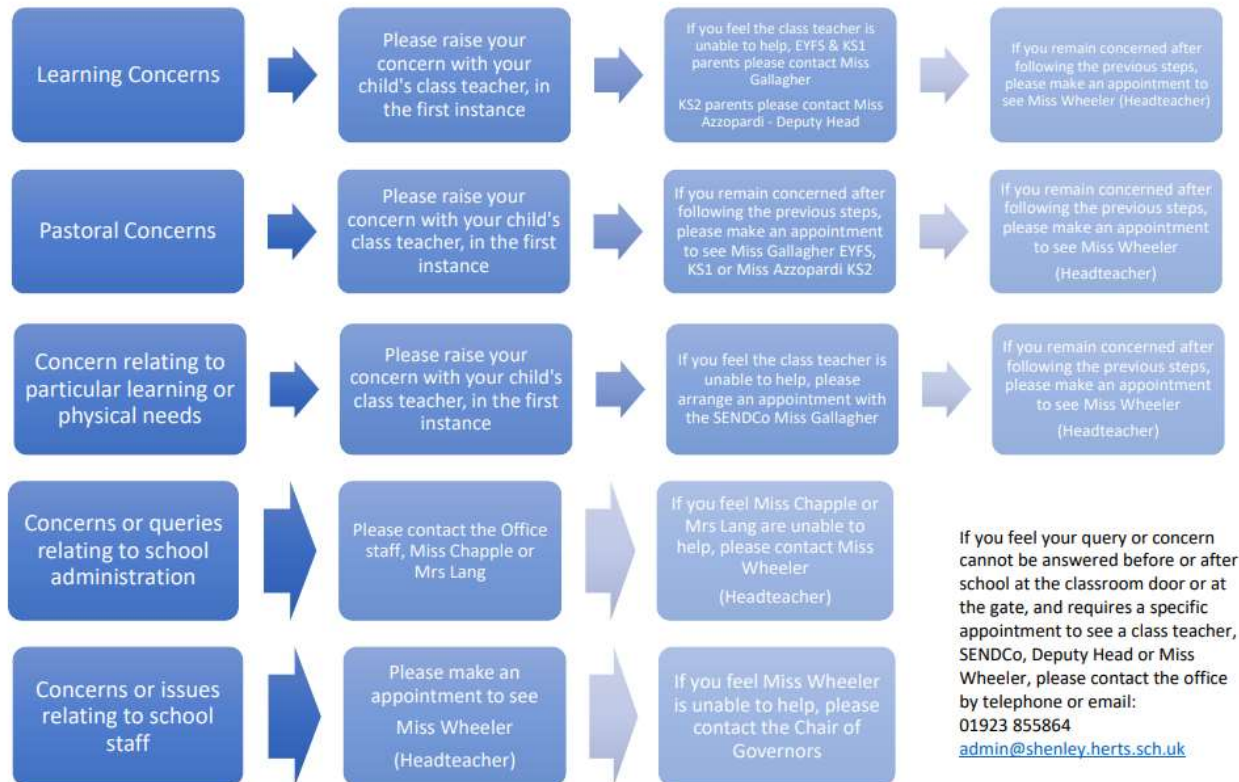


## Communication Strategy

### 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)**