

## **Communication Group**

### **AIM**

To make communication between the school, parents, pupils and the wider community more effective, easier, clear, friendly but professional.

### **Types of communication**

Sent out by School:

Weekly newsletter – emailed out – on website

Homework sent out each week – email – website

Whole school and year group letters

Trip/residential letters – email and hard copy - website

PTFA letters - emails

Texts – urgent reminders

Parents either email in, speak to main office or teacher or telephone in,

### **Issues**

Reduce the amount of hard copies sent home – environmentally friendly

Too many letters – can become confusing for parents

### **Recommendations**

A weekly newsletter with a page for each year group so trip information, topic information, outcomes, etc all on one email sent out to whole school and on the website. Sent on a Friday afternoon?

Is weekly too much? Fortnightly?

Permission for trips/residentials etc are looked at being through an online process, payment is permission or an online system to give permission?

Would parents like a better way to communicate with the school? Do we need to look at an online system?