



Policy date – January 2023

Review date – January 2024

St Matthew's Communication Strategy

1. Urgent messages and important information will be sent

- Text messages
- Letters from school or Governors
- Parent mail messages with urgent information such as Police reports from the locality
- Phone calls home; for example, if your child is unwell or injured.

2. Scheduled information will be sent to you via:

- Newsletter – which is sent out every Friday
- Website – which will host term dates, the newsletter and more
- Letters – asking for permission to attend school trips and permission that are needed for activities.

3. Listening and responding to whole school matters that parents and carers can influence or need to understand

- Information meetings (either virtual or in-person) where the school will share information so that as many parents and carers as possible know what we're doing to rapidly improve the school or specific subject related meetings. These might also be related to new approaches to teaching and to share approaches to teaching such as phonics, maths or reading evenings. These can also be done via videos on Google Classroom

4. Conversations between teachers and parents:

- Dojo: This should be used to celebrate children's successes, informally remind parents of any trips or equipment children need e.g. swim kits, message between teacher and parent with any minor issues. There is an expectation that teachers' should reply to you within 48 hours Monday to Friday between 8am and 5pm. For more complex concerns, please arrange to meet the teacher directly in person or by emailing admin@st-matthews.gloucs.sch.uk
- 2x annual parents' evenings (virtual, by-phone or in-person)
- Annual pupil progress reports
- Any additional meetings you need with your child's teacher. These can be arranged in person, via Dojo or via email admin@st-matthews.gloucs.sch.uk

5. Celebrating children's successes:

- Dojo
- Newsletter
- School website
- School Facebook page
- Twitter



6. Communications with our wider community:

- Prospectus and flyers
- Local newspapers articles and other local media outlets
- Facebook and Twitter
- Website
- Local community liaison with Care Homes and local shops

7. Intra-school communications with all staff

- St Matthew's Messenger to be sent out each week to share with all staff up and coming events and dates.
- Annual dates for the year ahead from September to July each year
- Staff emails to be used to share with all staff, or groups of staff more urgent information
- Weekly PDM meetings with all teachers
- Regular meetings with TAs/MDSA and cleaners with their line managers
- Open Door policy by SLT and all staff have access EHT and DHT emails

8. Governors Communication

- Regular update from the Chair of Governors in the School newsletter
- Fortnightly meetings held between the Chair and EHT
- Information meetings with Parents for important issues
- Specific governor email addresses
- Website – displays Governor information and all policies