



*Yes we can*

## Communication Policy

### Spring 2017

#### 1. Overall Statement of Policy

It is the policy of Henry Fawcett Primary School to maintain good communication standards with all pupils, members of staff, visitors or others who may be affected by school activities. The school operates within the overall communication policy of the London Borough of Lambeth.

At Henry Fawcett we communicate with all stake holders on a regular basis through:

- Whole school news letters every second Friday
- Year group newsletters every half term
- Text message reminder services
- Whole school workshops
- Year group meetings
- Parents consultation
- The parent forum
- The governing body
- Home school reading record books
- The Henry Fawcett website
- Twitter
- Life channel
- Teaching and senior management making themselves available to chat to every morning and evening.

We endeavour to quickly resolve any issues at school quickly and amicably. If you have a concern the school adheres to the Lambeth complaints procedure.

If you wish to talk to someone in school:

1. Make an appointment to see the class teacher
2. For further discussions make an appointment to see the team leader.
3. If you still wish to discuss this further make an appointment with the front office to speak to the Deputy Head teacher.
4. Further discussions an appointment will need to be made with the front office to see the Headteacher.
5. Finally you may write a letter with your concerns to the Chair of the Governing body.

Should the school experience any emergency situations e.g. school closures due to snow or fire, we will communicate our continuity plan (or we will let you know what steps to take) via our website, twitter, text and email.