



South Otterington Church of England V.C. Primary School Staff Communication Policy

At South Otterington Primary School, we highly value our Christian ethos and welcoming atmosphere. We are fully committed to working in partnership with all staff in an open and supportive manner. We always endeavour to communicate information in good time.

Our communication strategy is as follows:

- 1) All staff are given a school e-mail address. This enables communication between staff and staff are expected to check this on a regular basis.
- 2) All staff are given access to the school admin calendar and staff calendar. Staff are expected to check the calendar regularly for upcoming events.
- 3) Both Weekly Comms and monthly newsletters are e-mailed to staff. Staff are expected to read this information.
- 4) Staff meetings for teachers take place on a Wednesday after school. The minutes are e-mailed to all staff. These need to be read and acted upon.
- 5) It is also expected that class teachers pass on relevant information to their teaching assistants.
- 6) Early Years meetings take place on a Friday and the Pre School manager passes on information to Pre School Staff.
- 7) The diary on the whiteboard in the staffroom is updated on a daily basis and all staff are expected to read this information.
- 8) All staff have a copy of the Snowball which gives the access to all staff telephone numbers. We occasionally send texts to staff reminding them of key events.
- 9) Office staff and line managers are always available to provide further information.

As the team has grown considerably over the years, we cannot commit to 100% verbal communication. Everybody needs to take responsibility please - communication is a two-way process. Please do not bottle up concerns - if you have a question ASK!