



BALLYORAN PRIMARY SCHOOL

Communication Policy

June 2021

Introduction

Ballyoran Primary School is a school in which open and effective communication is encouraged between all its stakeholders.

Rationale

Effective communication is viewed as the basis for co-operative action between all members of the school's community. It is through effective and interactive communication that information is transmitted, understanding is developed and shared, trust is built, confidentiality respected and action is co-ordinated.

Purposes

The purpose of effective communication in both words and deeds is to build shared understandings of the aims, guiding principles and work of the school and to ultimately enhance the learning of the pupils.

Effective communication:

- enhances the interest and satisfaction of all members of staff in their work
- enables the Board of Governors to carry out their role effectively
- promotes a spirit of partnership between parents, school and community
- generates confidence and pride in the work of the school
- improves the effectiveness of the school
- empowers staff to engage in and contribute to the management of the school
- creates a positive ethos for learning

Principles

Communication in the school is guided by the following principles:

- consultation issues, plans and changes which may affect the work of the school will be communicated to staff
- the circulation of relevant information, both from within and outside the school is accurate, timely, sensitively transmitted and accompanied by explanation
- all interactions should be open, honest, positive and show respect for others
- information regarding individuals which needs to be communicated to others is made known first to the individual concerned
- decision making is based on explicit criteria
- all staff are responsible for effective communication in all aspects of their work eg. a teacher with a classroom assistant is a line manager for them and so it is their responsibility to communicate anything that is relevant to assistants from Staff Meetings/Briefings/Notices etc.
- confidentiality must be respected. Breaches of genuinely confidential information will be regarded as a disciplinary matter.
- written communications with parents and other external contacts must comply with agreed practice as set out by the principal

This open and effective communication will be achieved using the strategies outlined below. This does not, however represent an exhaustive list.

Teacher/Pupil Communication

Through their professional approach to teaching, involvement in extra-curricular activities and pursuance of the school's pastoral care policy, teachers will communicate concepts, ideas and skills to pupils and will in turn be receptive to pupils' thoughts and suggestions. Class Councils and the Pupil Council will also be used as a means of communication.

Staff/Staff Communication

Teachers will consult about professional issues on a one to one basis, at Key Stage Meetings and at Whole School Staff meetings/briefings. Teachers attending courses will be encouraged to disseminate relevant information to other staff at the appropriate meeting(s). Co-ordinators will communicate with all staff in relation to their area of responsibility. Email is the main vehicle of communication at Ballyoran Primary School and staff will use this appropriately, check email regularly and respond in a timely manner.

Teacher/Principal Communication

This will occur regularly in a formal and informal basis:

- Weekly Staff Briefings on Friday mornings
- Monthly SLT Meeting
- Whole Staff Meetings as required
- Annual Formal Consultations between individual members of staff and the Principal
- Email will be used extensively for Principal/Staff Communication and all staff must check it regularly during the day and respond to emails as appropriate in a timely manner
- Data Screen in the staff room for daily events
- All staff have access to the School Calendar on Outlook, which is kept up to date by the secretary and it is the responsibility of staff to communicate dates to the secretary

Staff/Parent Communication

Teachers will be available to consult with parents on an appointment basis. This consultation may be instigated by teacher or parent. In addition, formal Parent/Teacher Meetings will be arranged in October and March of each school year. Occasional Parents' Meetings will be arranged in school, some annually (Nursery/Yr 1 Induction), others as the need arises.

Written communication between staff and parents will involve: Annual Reports and Nursery Transition Forms.

In addition, letters and Monthly News Sheets to parents will provide information regarding school events, school closings and school "news".

Ballyoran Primary School is a 'Paperless School' and so communication will take place electronically as far as possible using:

- School App
- Text Messaging System
- Website
- Email
- See Saw
- Google Classroom

Staff/Governors Communication

- In order to keep the Board of Governors fully informed about events in Ballyoran Primary School, the Principal will deliver a verbal report at each Board of Governors' meeting and a written report to governors once each year.
- There is a teacher Rep on the Board of Governors.
- An Annual Board of Governors Report is made available to all staff.

School/Local Community Communication

As well as regular letters and Monthly Newsheets to parents, the wider community will be informed about events in Ballyoran Primary School via photographs/reports in the local newspaper and the school website www.ballyoranps.com.

Review

This policy will be reviewed when appropriate.