



## Communication Plan

This plan sets out the school's different methods of communication and who is responsible for delivering these methods.

Method of communication	Details	Intended recipient/audience	Who is accountable for this?
School newsletter	<ul style="list-style-type: none"> <li>• Sent once every two weeks</li> <li>• Available physically by request only and digitally via the school website and Parent Hub</li> </ul>	<ul style="list-style-type: none"> <li>• Staff members, pupils and parents</li> </ul>	<ul style="list-style-type: none"> <li>• The headteacher, business manager, SLT for year group updates</li> </ul>
Posts on the school website	<ul style="list-style-type: none"> <li>• At least two-weekly</li> <li>• Updated newsletter</li> <li>• Policies</li> </ul>	<ul style="list-style-type: none"> <li>• Parents</li> <li>• Local community</li> <li>• Prospective parents</li> <li>• Ofsted</li> </ul>	<ul style="list-style-type: none"> <li>• Business manager</li> <li>• Admin support</li> <li>• Headteacher</li> <li>• TLT</li> </ul>
Social media posts on school accounts	<ul style="list-style-type: none"> <li>• At least weekly</li> <li>• When there is an event to celebrate</li> <li>• Promotion of FONS activities</li> <li>• Appeals to parents/local community</li> </ul>	<ul style="list-style-type: none"> <li>• Parents</li> <li>• Local community</li> <li>• Extended families</li> <li>• Previous attendees of the school</li> </ul>	<ul style="list-style-type: none"> <li>• Business manager</li> <li>• Admin support</li> </ul>
The school notice board	<ul style="list-style-type: none"> <li>• Updated every two weeks and when required</li> </ul>	<ul style="list-style-type: none"> <li>• Parents dropping off and pick up</li> </ul>	<ul style="list-style-type: none"> <li>• Admin support</li> </ul>

Advertisements and marketing materials	<ul style="list-style-type: none"> <li>• Adhoc</li> </ul>	<ul style="list-style-type: none"> <li>• Parents</li> <li>• Prospective Parents</li> <li>• Community</li> </ul>	<ul style="list-style-type: none"> <li>• Trust</li> <li>• Headteacher</li> </ul>
Letters, emails and notices sent to parents via ParentHub	<ul style="list-style-type: none"> <li>• When necessary, more targeted letters will need to be emailed to families</li> <li>• ParentHub messages</li> </ul>	<ul style="list-style-type: none"> <li>• Parents/families</li> </ul>	<ul style="list-style-type: none"> <li>• Headteacher</li> <li>• Business Manager</li> <li>• Teachers</li> </ul>
Pupil reading journals	<ul style="list-style-type: none"> <li>• At least weekly, your child's teacher will communicate about reading</li> </ul>	<ul style="list-style-type: none"> <li>• Parents/Carers</li> <li>• Other staff</li> </ul>	<ul style="list-style-type: none"> <li>• Teachers</li> </ul>



## Contacting The School

Query	Who to contact	Contact information and availability
Absences	<ul style="list-style-type: none"> <li>• The school office</li> </ul>	<ul style="list-style-type: none"> <li>• The office can be reached on phone number</li> <li>• The office is open between the hours of 08:30am and 3:30pm 01484 661832</li> </ul>
Complaints	<ul style="list-style-type: none"> <li>• The Headteacher</li> </ul>	<ul style="list-style-type: none"> <li>• emma.barker@nethertonian.co.uk</li> </ul>
Freedom of information and subject access requests	<ul style="list-style-type: none"> <li>• The school office</li> </ul>	<ul style="list-style-type: none"> <li>• office@nethertonian.co.uk</li> </ul>
Safeguarding concerns	<ul style="list-style-type: none"> <li>• Headteacher Mrs Emma Barker (DSL)</li> <li>• Ms Jennifer Gurden (DDSL)</li> <li>• Duty and Advice</li> <li>• Police</li> </ul>	<ul style="list-style-type: none"> <li>• 01484 414960 (professionals)</li> <li>• 01484 456848 (public)</li> <li>• 999</li> </ul>

General queries	<ul style="list-style-type: none"> <li>• The school office</li> <li>• Headteacher</li> <li>• Class teachers</li> </ul>	<ul style="list-style-type: none"> <li>• 01484 661832</li> </ul>
Friends of Netherton (FONS)	<ul style="list-style-type: none"> <li>• Mr David Shaw</li> <li>• Mrs Sarah Wheldon</li> </ul>	<ul style="list-style-type: none"> <li>• FONS Facebook page or via the school office</li> </ul>