

**January 2023 version (Staff = Streatley employed school members) Communication Plan**

Strategy	Stakeholder	Purpose	Frequency	Means of communication	Person(s) responsible
Individual class teacher correspondence	Staff members	To discuss, plan or meet.	When required	Email	All staff
Whole school notices	Staff members	To share, comment and like (seen).	When required	Teams General Staff Wall	All staff
Parent correspondence for parents' evening, school money and event updates	Parents	To notify parents when platforms are open, change or need reimbursing.	When required or termly	Eduspot	DA, SBM or HT
Staff updates, feedback and articles	All staff	To ensure on the day notices/ updates are seen. Key articles are read.	When required Check daily	Green book in office besides sign in sheet. Whiteboard in staff room.	All staff
Parent and teacher correspondence	Parents and teachers	To allow parents and teachers to informally share information.	When needed Check daily	Parent email address	All teachers
New parent evenings	New parents, CoG and new teacher	To introduce the parents to our induction processes for their children and our vision.	Late June	Emails Face to face	DA HT, CT and CoG
PTA AGM	Parents, staff and community	To share and collect feedback. To plan for future events with a consensus. To thank those involved.	October	What's App Email to school Flier via social media Face to face or zoom	HT Chair, Treasurer and secretary
PTA events	Children Parents Staff	To provide fun and engagement in learning.	Half termly	Email to school: what, how and when. What's App and social media to fundraise.	Chair, Treasurer and secretary nominate a parent
PTA and school correspondence	HT and Chair	To keep operations and relationships proactive	When required	Email	Chair, Treasurer or Secretary and HT
Governor and school staff correspondence	Staff and Governors	To discuss, plan or meet.	When required	Email	Staff and governors
Absence	Staff	To alert leader to absence to allow time to organise cover.	When needed	Planned: apply using form Unplanned: call Headteacher Return to work: call by 3.30pm	Staff
Allergy reminder	Parents and staff	To remind all about no nuts on site.	Termly	Text via Eduspot	DA, SBM or HT
Bump to head	Child	To notify parent to look for symptoms of concussion.	When required	Text via Eduspot	DA, SBM or HT