

## Our Communication Plan- Grange Junior School

We believe that good communication between parents and the school is incredibly important. We have created this plan to set out our main forms of communication, their purpose and frequency.

Please ensure that you support us in making this successful by regularly checking your emails especially on a Friday and ensuring that your contact details are always up to date.

Parents Evening  Reports	<p>Parents Evenings are held for all pupils twice a year. These are usually held at the beginning of Term 2 and Term 4. These consultation meetings are an invaluable opportunity to discuss a child's progress, targets, successes, attendance and possible additional needs.</p> <p>Main written reports will be sent home at the end of term 4 and a summary at the end of term 6</p> <p>Reports include reference to progress, attainment, attendance and a summary of how an individual child has achieved over the course of the year.</p>
Weekly Roundups  Letters	<p>At the end of each week, we send home a Weekly Roundup. This celebrates our week at school and provides ongoing useful information about Safeguarding, Online Safety and key dates and events coming up.</p> <p><b>Our first 'Weekly Roundup' will be emailed out to parents on Friday 16<sup>th</sup> September</b></p> <p>Letters are also used as a form of communicating information to parents as and when required and are e-mailed. We will always endeavour to send letters home on a Friday, so you have chance over the weekend to check your emails and read the content.</p>
Text messages & e-mail	<p>Text messages and e-mail are used as a means of communicating messages with parents, as and when appropriate.</p>
Facebook and Twitter	<p>As a school we will be using both social media platforms to celebrate good news</p> <p>Facebook is also used for reminders. Follow us here. <a href="https://www.facebook.com/GrangeJuniorSchool">https://www.facebook.com/GrangeJuniorSchool</a></p>

	Twitter will be coming soon – watch this space for more information!
School website	<p>The school is updated regularly.</p> <p>The school website is our main form of communication and publishes:</p> <ul style="list-style-type: none"> <li>➤ Key policies, including statutory policies</li> <li>➤ Curriculum</li> <li>➤ Staffing</li> <li>➤ Resources to support learning</li> <li>➤ Contact details</li> <li>➤ Statutory information required by the DfE</li> </ul> <p><a href="https://grange-jun.swindon.sch.uk/">https://grange-jun.swindon.sch.uk/</a></p>
Additional meetings	At times, it may be appropriate for the school to request additional meetings with a parent/carer or vice-versa. This may be, for example, to discuss the specific educational needs or behaviour of a pupil.
Contacting the school	<p>If you would like to speak to a member of staff at the school, you can contact us in the following ways.</p> <p>By telephone- 01793 822405</p> <p>By email:  School Office: <a href="mailto:admin@grange-jun.swindon.sch.uk">admin@grange-jun.swindon.sch.uk</a>  Mrs Gordon: <a href="mailto:hgordon@grange-jun.swindon.sch.uk">hgordon@grange-jun.swindon.sch.uk</a></p> <p>We always endeavour to contact a parent within 48 hours and will always do our utmost to make a face-to-face meeting as soon as possible</p>