

COMMUNICATION

AIM

Effective communication leads to efficient administration and a happier environment. It is our aim to constantly look for ways in which communication can be improved.

THE BULLETIN

Daily communication is maintained by the use of the bulletin. This is the responsibility of the Office Manager. Any member of staff can submit information for inclusion on the bulletin.

Contents

- Daily events
- Forthcoming activities
- Cover timetable
- A record of letters to parents

Items on the bulletin are for staff use but a section exists for information to be read out each day to pupils in tutorials or in assembly.

WEEKLY BRIEFING MEETING

This will take place in the staff room each Wednesday from 8.40 – 8.50am.

MEETINGS

These exist at a number of different levels for a variety of purposes.

- Communication
- Policy making
- Consultation
- Planning
- Review and evaluation.

Adequate advance notice of meetings should be provided and agendas published. All meetings should have a nominated chairperson and should be minuted and have a clear channel of distribution.

SCHEDULE OF MEETINGS

This is issued annually, with a reminder of parents' evenings and INSET commitments.

STAFF MEETING

These will be held on a regular basis 3.20 – 4.05pm. Additional meetings may be called to deal with urgent matters.

LEADERSHIP TEAM

Weekly meeting, Monday 3.20 – 4.45pm

Chairperson - Headteacher

The purpose is:

- Policy making ie school policy reviews
- Routine planning of events e.g. Prizegiving
- Development planning
- Review of performance
- Budgeting
- Staff appointments and staff development
- Audit
- Consultation

CURRICULUM GROUP

Fortnightly meeting, Thursday 3.15 – 4.15pm

Chairperson - Deputy Headteacher (Curriculum)

This panel will consist of the Headteacher, Deputy Headteacher (Curriculum) and the Senior Curriculum Leaders. Members of the Leadership Team and Year Heads will be invited in order to be aware of whole school developments.

The purpose is:

- Communication
- Information giving
- National guidelines
- Curriculum development
- Monitoring of performance
- Curriculum policy statements:
 - Differentiation
 - Special Needs Education
 - Learning Support
 - Progression
 - Assessment system
 - Moral and Spiritual
 - Performance Data
 - Gifted and Talented
 - Excellence in Cities
 - Sports College Issues
- Reporting to parents
- Budget deployment
- Cross curricular issues
- Curriculum development funding
- Book fund
- Consultation

SENIOR CURRICULUM LEADERS WITH HEADS OF DEPARTMENT (where appropriate)

Frequency of meetings to be outlined in department policy statements

Chairperson - Senior Curriculum Leader

The purpose is

- Communication
- Dissemination of information from the curriculum group
- Consultation on issues arising from curriculum group and report back
- Raising of departmental issues to feed into curriculum group agendas
- Discussion of departmental policy in relation to school policies
- Urgent business
- Budgeting
- Room deployment
- Environment
- Cross curricular issues

EXTENDED CURRICULUM GROUP

Meetings at the request of the Deputy Headteacher (Curriculum) in place of a curriculum group meeting.

Chairperson - Deputy Headteacher (Curriculum)

The panel will consist of all Heads of Department and subject co-ordinators

The purpose is:

- Communication
- Consultation
- Information
- Curriculum initiatives
- Assessment
- Major curriculum policy reviews

Other meetings will be organised as required.

DEPARTMENTAL MEETINGS

These meetings will take place at least on a monthly basis.

The departmental policy should be clearly stated in its handbook.

Chairperson - Senior Curriculum Leader/ Head of Department

Membership will consist of all departmental members plus additional staff who may be timetabled into a department in a particular year.

Purpose to include:

- Communication
- Consultation
- Information
- Departmental organisation
- Curriculum issues
- Assessment
- Developing planning
- Reviews
- Budgeting

PASTORAL GROUP

These meetings will take place at least on a monthly basis.

Chairperson - Deputy Head (Pastoral)

Secretary - Head of Year on a rota basis

This panel will consist of the five Heads of Year, the Deputy Head (Pastoral), Head of School, and the Head of 6th Form. Members of the Leadership Team are encouraged to attend to keep up to date with whole school issues.

Is purpose is:

- Communication
- Consultation
- Pastoral issues
 - Organisational issues
 - Activities
 - Record keeping
 - Punctuality and attendance
- Policy in relation to the PSE programme and schemes of work
- Pastoral policies
- Spiritual and moral issues as reflected in assemblies
- Rewards and sanctions
- School environment and ethos
- Records of Achievement
- Development plan

In addition to the above the Heads of Year will meet with the assistant Heads of Year in formal meetings, although communication should take place on a day-to-day basis.

AD HOC WORKING GROUPS

These are established as required to deal with current issues – examples in the past included

- National literacy and numeracy strategies
- School duty system
- The role of the tutor
- Discipline
- The incident slip
- Spiritual and moral development
- Standing working groups
- Gifted and talented
- Library committee
- Bullying sub – committee
- Homework
- Litter
- Reporting

STAFF FORUM

This is chaired by the Head teacher and is open to all members of staff. Its purpose is to offer informal setting in which matters of mutual interest and concern can be discussed.

STUDENT COUNCILS

These consist of two pupils from each tutor group. They are co-ordinated by the Deputy Heads of Year. They should meet once per term to an agenda specified by the Deputy Heads of Year. Suggestions are reported back to the School Council.

SCHOOL COUNCILS

The council will meet at least once per term.

Chairperson - Headteacher

This is a representative of all cross sections of the school. Additional meetings will take place as required.

Purpose to include:

- Reports from student councils. Issues arising.
- School fund accounts
- Charity events
- School needs