

Communication Pathways

Inclusion Team

- Details of relevant workshops
- Signposting involvement of outside agencies
- Communicate directly with parents and carers of children who have been identified with SEN
- Communicate directly with parents and carers of children who fall below 95% attendance

Class Teachers

- 2 face-to face parent consultations per academic year (Autumn and Spring terms)
- Written end of year school report (Summer term)
- Pixl outcomes based on assessment papers (Autumn, Spring and Summer terms)
- Any additional interventions to support learning at class level (via email)
- Liaising with parents about the need for SEN assessments
- Sanctionable behaviours as per Behaviour Categories (via phone call or face to face)
- Communication regarding low level safeguarding concerns (via phone call or face to face)
- Information regarding educational visits and workshops
- Homework set at the same time each week

Headteacher/SLT

- Newsletters from HT or AHT (via email)
- One off, significant whole school events (via email)
- Significant behaviours as per Behaviour Categories (via phone call or face to face)
- Communication regarding high level safeguarding concerns (via phone call or face to face)
- One off alerts from borough or DfE (via email)
- Financial hardship discussions and pupil premium eligibility

School Office

- Weekly information bulletin
- Club timetables
- School lunch menu
- School closure in event of severe weather/ incidents
- Arbor Payments
- Website updates
- Communication regarding adherence to uniform list triggered by HT or AHT
- Communication regarding head bumps and major medical incidents (via phonecall)
- Correspondence from PTA (via email)

Subject Leaders

- Subject specific whole school events, such as Number Day or World Book Day
- Significant changes to curriculum

Website

- Curriculum overviews
- School specific policies
- Trust specific policies
- Archived communications and newsletters
- Term dates
- Uniform

