

Axminster Communication Strategy

In order to improve our communication with parents, raise awareness of the school in the wider community and to improve our online presence we are developing our communications via different platforms to access as wide a community as possible.

Whole School Communication

Weekly Newsletter

There will be a weekly newsletter from the head/office. This will contain:

- Dates
- Notices
- Announcements
- PTFA news
- Any information that needs to be shared from class teachers to parents (e.g. please bring in cereal boxes etc)

This will continue to be uploaded to the website by the office.

Website

The website is regularly updated and has a calendar, news and policies as well as statutory information.

Daily Social Media (Facebook and Instagram linked posts)

We post updates of each team's learning and key learning events throughout the week on Facebook and Instagram.

Online Calendar

The website will contain an up to date calendar of school events. This will be maintained by the office. Any information that parents will need should be passed to the office for Yvonne and Sarah to put on the website and in the weekly news sheet.

Letters to all parents

Letters to all parents will be distributed via Parentpay. Paper copies will be available in the office for any parent who has no internet access.

Face to face conversations

Head of School will be available on the gate from 8.30 - 8.50am usually daily for parents to speak to.

Teachers will be available on the playground at the end of the day from 3.30 - 3.40pm usually daily.

Parent Forums

There will be three parent forums a year held at 9am and 6pm focusing on issues raised in the questionnaire.

A governor will be present at the parent forums.

Questionnaires

Questionnaires will collect parental feedback at 2 parents evenings a year.

Curriculum Maps

Curriculum maps will be sent home half termly. These will be uploaded to the website.

Workshops and Coffee Mornings

Workshops and coffee mornings are held to communicate key information to the whole school or year groups.

Individualised Communication**Parents Evening**

There are 2 parents evenings a year - held between 4.00 - 6.30pm on Tuesdays and Thursdays. Dates are published at the beginning of the year.

Formal Report

A formal written report is sent out in the Summer term to summarise what each child has learnt and their targets for improvement.

Emails

Year group emails are used for direct communication with class teachers.