ST VINCENT'S SCHOOL

A Specialist School for Sensory Impairment and Other Needs

Policy Document Title:	Communication Policy
Reviewed:	09/22
To be reviewed:	09/23

**This policy is available on school Intranet and website www.stvin.com*

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Introduction

At St. Vincent's School, we strive at all times to ensure effective communication for all members of our community in both the day and residential setting. To this end a range of communication tools are used for information, consultation and referral.

Trustees and Governors

The Trustees and the Governors meet separately at least three times a year and they each have sub committees that work to them, with specific terms of reference, to ensure that these bodies can function appropriately and fulfil their responsibilities. The trustees work to the remit as agreed with the Charity Commissioners and the Governors work within the statutory instruments and articles as agreed by the trustees.

The Governing body delegate to the Principal the day to day running of the school, within the parameters of governance that they set, as detailed in the instruments and articles referred to above. The Principal is to act as the professional interface between the Governors and the staff employed at the school and will, as appropriate, liaise with other bodies and professional associations for the purpose of consultation and referral, on behalf of the governors to develop and improve the services that the school offers.

In their monitoring role all school governors have the opportunity of first hand experience of the day to day running of the school and an opportunity to meet both staff and pupils. A record of visits undertaken is kept in the Governor Monitoring file. (See Governor Monitoring Policy)

Lead Officers Group (LOG)

This consists of the respective heads of the two service arms of the Institute and the Chief Executive of the CBI. They meet on a monthly basis to consider strategic issues and the direction of the services provided by the Institute. The Chief Executive reports to the Finance and General Purposes sub committee of the Trustees and to the Board of Trustees in relation to matters discussed and to receive directions that the board wishes the Lead Officers Group to explore.

Noticeboard / Staff eNoticeboard / Intranet

The noticeboard (located inside the staff room) and the eNoticeboard (on all staff desktops) are to be utilised by all staff to post information relative to daily events, activities,

timetable changes. The board is also to be used by all staff for posting relevant notices with respect to a pupils' performance or behaviour and of events that may relate to the individual pupils level of functioning. This is used in conjunction with the daily log book which is located in the staff information area and administrative areas in the residential units.
The intranet is a valuable communication tool for the location, retrieval, storage and dissemination of information, writing of assessments, reports and annual reviews and the sharing of information between staff as groups and individuals.

The school website www.stvin.com and Twitter @StVincentsL12 are continually updated and share information, events and visual images with parents and carers. There is a password protected governor's area of the website and the governing body are requested to access this, on a regular basis.

Assembly and Mealtimes

When the school is assembled as a group it provides an opportunity for informing colleagues and pupils of events that have occurred and of those that are to occur in the course of that day, evening or week. These are key times for the verbal reporting of any incidents that may have occurred, to senior staff. Verbal reports are then routinely recorded by virtue of the systems described above. This affords the opportunity for staff to be in a position to pass on information to each other and to forward to parents and other agents as appropriate.

Staff Meetings

A range of staff meetings are in place at the school, they serve a variety of purposes with respect to communication, policy, information, consultation, referral, planning, review and evaluation:

- ***Senior Leadership Team –***

  Core SLT - Meeting Monday 11am – 11.30am.

  Principal, Pastoral and Independent Skills Manager (P&ISM) Head of Care

  Wider SLT – Meeting Friday 8am – 10.30am.

  Principal, Pastoral and Independent Skills Manager (P&ISM), DP, Curriculum and Assessment Manager (CAM), Family and learning support coordinator (FLSC)

- ***Senior Leadership Team Briefings/Diary Meetings***

  Core Leadership group – Tuesday, Wednesday and Thursday 8.30am as required

  All SLT – Diary meeting –Tues 8.30am and Fri 8am

- ***General Staff Meeting***

  Mon 4 - 5 pm; additional meetings as required

  Principal, Line Managers, Teaching staff, Mobility, Pastoral Services, Learning Support Assistants (LSA), Tutors and Administration staff.

  These meetings provide a vehicle for staff to address areas/issues of concern, and to be given information/details required for effective running of departments. Half termly meetings take the form of an open question and answer meeting.

- ***Full Care Staff Meeting*** – Thursday 9.00am – 10.15am

- ***Pupil Focus Meeting***

  These meetings take place as required, with relevant staff groups. Notice of meetings posted within weekly school diary, and posted on staff enoticeboard. Summary details of such meetings are kept on the school intranet.

- ***Central Services***

  This group meet half-termly to consider matters in relation to the administrative and organisational matters necessary for the smooth running of the school's administrative procedures

- ***Building Services***

  This group will meet half-termly to consider issues in relation to building, grounds and catering.

- ***LSA***

The LSM will meet with this group, as required, on a regular basis. The LSM will disseminate information to learning support staff each morning at 8.30a.m.

- ***School Council Meeting***
  The pupils have elected class representatives, officers and meet on a regular basis – termly.
- ***Health and Safety Committee***
  This group meets on a half-termly basis to consider all matters in relation to Health and Safety and is led by the P&ISM.

The method of items being included on the agenda of meetings is detailed for each meeting. However, it is understood that urgent items will from time to time arise which the Chair of the meeting may agree for inclusion, at the commencement of the meeting.

Other communication systems

Above are some of the vehicles by which communication is undertaken by the school regarding formal meetings of the various staff groups, Governors and Trustees. Many other systems exist through which we communicate with parents, pupils and other professionals.

- The Annual Review, Pupil Pen Portraits, and Individual Care Plans (ICP), Monitoring evening and end of year reports are the key communication tools to report on individual pupil progress and performance, together with pupils' Daily Journal.
- The residential group has group meetings to survey pupil opinion with respect to the service they receive and developments they would like to see in the residential operation.
- School web site for all staff, families, Governors and supporters of the school.
- A separate pupil and parent questionnaire is annually circulated as a monitoring and evaluation tool.
- Routine correspondence between home and school regarding events relating to school, copies of which are posted on the school website.
- Pastoral meetings take place as required to discuss matters relating to masses/services

Appendix to communications policy

Senior Leadership Team Meeting

Frequency: Monday 10.15am – 12.00pm (Core)
Friday 8am – 10.30am (Whole SLT)

Venue: Principal's Office

Chair: Principal

Membership: Core - Principal, P&ISM
Wider group – Principal, P&ISM, DP, CAM, FLSC

Purpose: Secure the school vision and mission statement
Ethos and morale
School self evaluation, School Improvement Planning, Routine planning
Audit/Review of policy, performance, assessment, monitoring and evaluation
Care and Education Curriculum development (SEN/Curriculum/Care initiatives)
Communication (feedback from staff meetings, record/forecast, books, IEP & ICP's, differentiation, information consultation and referral)
Buildings and furnishings
Cross-curricular issues
Pastoral issues
Consideration of national guidelines
Budget
Staff development and appointments
Outreach and External relations
Admissions
Reviews
Provide information for the Governing Body and its sub committees

Agenda: Responsibility of Principal – other members of the group to forward agenda items to Principal by 12 noon, on the working day, prior to the meeting.

Notes: Principal chairs meeting – Office Manager is responsible for the meeting notes (notes to be circulated to those in attendance and a copy posted in the meetings folder on the staff intranet).

General Staff Meeting

Frequency: Weekly: Monday 4.00 - 5.00p.m.
Groupings/sub-divisions of this group may meet during this time within a schedule defined by the Principal with key actions recorded in an agreed format.

Venue: Conference Room or other designated area

Chair: As appropriate

Membership: Principal, P&ISM, DP, CAM, LSM, FLO, LSAs, teaching staff, tutors, mobility officers, Administration and Central Services, and Pastoral Staff.

Purpose: Communication
Information, Consultation and Referral
Curriculum issues, subject leader feedback
Development and planning
Individual need, class, subject performance review
Standards/attainment/Achievement/Assessment /progress monitoring
SEND
Annual Reviews
Merit system
Classroom and Care issues and organisation
Routines and procedures
Pupil management
Incident reporting
Health & Safety matters
Safeguarding updates

Agenda: Matters Arising
Administrative/ day and residential curriculum matters
Staffing matters
Responsibility of Principal, - items for inclusion to be presented to the Chair of the meeting by 2pm on the Friday prior to the meeting.

Notes: The notes for meeting will be undertaken by the Central Services staff

LSA Staff Meeting

Frequency: Wednesday 4pm, Friday 1.30pm
Venue: P16 Room
Chair: Deputy LSM
Membership: Deputy LSM and LSAs
Purpose: Communication
Information, Consultation & Referral
Classroom and Care issues and organisation
Planning and Developments
Reviews
Routines and procedures
Pupil management
Incident reporting
Pen portraits/pupil aspirations
Agenda: Responsibility of Deputy LSM
Notes: Determined by the Deputy LSM, to be circulated to those in attendan

Care Staff Meeting

Frequency: Weekly: Thursday 9.00am
Venue: Bridgman
Chair: P&ISM
Membership: P&ISM and Care Staff
Purpose: Communication
Information, Consultation and Referral
Care issues and organisation
Planning and developments
Reviews
Routines and procedures
Standard setting
Pupil management
Incidents
Key worker issues
Agenda: Minutes

Matters Arising

Routines and Procedures

Care/Pastoral Arrangements

Responsibility of P&ISM – Items to be included must be presented to the P&ISM two days prior to the meeting.

Minutes: Nominated member of staff (minutes to be circulated to those in attendance.

Health & Safety Meeting

Frequency:	Half-termly
Venue:	Conference room
Chair:	Pastoral & Independent Skills Manager
Membership:	PM, HCC, Maintenance, Catering Manager, School rep
Purpose:	Communication
	Information, Consultation and Referral
	Building Matters
	Domestic matters
	Planning and developments
	Routines and procedures
	Standard setting
	Development issues
Agenda:	Minutes
	Matters Arising
	Routines and Procedures
	Responsibility of PM - Items to be submitted two days prior to meeting.
Minutes:	Nominated member of staff (minutes to be circulated to those in attendance)

Building Services Staff Meeting

Frequency:	Half-termly
Venue:	Conference room
Chair:	Pastoral & Independent Skills Manager
Membership:	Domestic, Cleaning, Grounds, Laundry, Security and Maintenance staff
Purpose:	Communication
	Information, Consultation and Referral
	Building Matters
	Domestic matters
	Planning and developments
	Routines and procedures
	Standard setting
	Development issues
Agenda:	Minutes
	Matters Arising
	Routines and Procedures
	Menu Arrangements
	Responsibility of Site Manager - Items to be submitted two days prior to meeting.
Minutes:	Nominated member of staff (minutes to be circulated to those in attendance)

Central Services Meeting

Frequency:	Half-termly: Time TBA
Venue:	Board Room
Chair:	Principal/ Office Manager
Membership:	Administration, Reprographics and Central Services staff
Purpose:	Communication
	Information, Consultation and Referral
	Planning and developments
	Office Organisation, Routines and procedures
	Standard setting
	Development issues
Agenda:	Minutes
	Matters Arising
	Routines and Procedures
	Responsibility of Principal - circulated 5 working days prior to meeting. Items into Principal by midday on the Tuesday prior to meeting.
Minutes:	Nominated member of staff

Pastoral Group Meeting

Frequency: Termly: Lunchtime – day to be identified by chair, and relayed to staff no less than 24 hours in advance

Venue: Chapel

Chair: RE Subject Leader

Membership: Voluntary representatives from across the school community

Purpose: To plan whole school faith celebrations.

To discuss and agree chapel protocol and chapel upkeep.

Agenda: Matters Arising

Forthcoming events

Chapel upkeep and resources

School Council Meeting

Aims

- To work towards the school's mission statement as set out in the School Prospectus
- To promote and develop all aspects of school life as described in the School Prospectus.
- To provide an opportunity for pupils to inform staff, Principal and Governors regarding their needs to ensure a safe, secure learning environment
- To provide a means of communication between pupils and staff in developing ideas.
- To provide pupils with opportunities to develop their skills in making decisions, being responsible and developing qualities of good citizenship.
- To provide opportunities and challenges for staff and pupils to work together to raise standards in behaviour and achievement throughout the school.

Structure

The School Council will include the following representatives: -

- Staff: (1) Teacher Co-ordinator
  (2) P&ISM
- Governor: Parent Governor or, for example, Health & Safety or Community/Industrial Link representative where possible
- Pupils: Each form will elect a representative from their group to sit on the school council, on an annual basis. The new council will be announced at the Annual Awards Ceremony.

Meetings

Meetings will be arranged where possible on a termly basis. Prior to every School Council Meeting, form representatives will ask their form if they have any contributions or matters that they wish for the council to consider. These will then be placed on the Agenda for the meeting.

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School Council business will then be discussed at Staff meetings and Governing body meetings, to keep everyone informed of new developments and seek approval when necessary. Copies of minutes are posted on the respective School Council noticeboard and copy to Principal.