

Local Procedure Title	Local Communication Procedure
Service	Unsted Park School
ACS Policy number and title	
Local Procedure template reference	
Local Procedure date	Sept 2025
Local Procedure review date	Sept 2026
Local Procedure Author(s)	Shane Kenny, Jamie Dowsett
Local Procedure Ratification	Checked and Approved by: Shane Kenny

1. Purpose

This policy outlines the procedures and commitments for effective communication between the school and parents/carers. Regular, clear, and supportive communication is vital to fostering positive relationships, ensuring student progress, and building a collaborative school community.

2. Aims

To keep parents informed about their child's academic, social, and emotional development.
 To encourage parental involvement in school life.
 To provide regular opportunities for dialogue between parents and school staff.
 To create a transparent and accessible communication structure.

3. Communication Procedures

Weekly Tutor Contact
 Frequency: Weekly
 Method: Email or phone
 Responsible Staff: Assigned form/class tutor
 Content:
 General updates on student well-being, behaviour, attendance, and engagement.
 Minor academic updates as appropriate.
 Record Keeping: Tutors must log each contact securely using the school's communication tracking system.

3.2 Termly Newsletters

Frequency: Once per academic term (Autumn, Spring, Summer)
 Distribution Method: Email and printed copies (as required)
 Responsible Staff: School communications officer or designated staff
 Content Includes:
 Student achievements and highlights
 Curriculum focus
 Key dates and events
 Messages from senior leadership

3.3 Bi-Annual Parents' Day

Frequency: Twice per academic year (Autumn and Summer terms)
 Format: In-person or virtual, depending on circumstances
 Responsible Staff: Senior leadership team and subject staff
 Purpose:
 Provide detailed feedback on academic progress

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Set student targets and action plans
 Address specific concerns raised by parents or teachers
 Booking Process: Managed via online scheduling system or school administrative support

4. Monitoring and review

The effectiveness of parental communication strategies will be reviewed termly during leadership or pastoral meetings. Annual parental surveys will gather feedback to inform future improvements. The policy will be reviewed biennially by the Senior Leadership Team (SLT).

To ensure accountability and continuity in parent-school communication, all interactions with parents and carers—whether via phone, email, or in-person meetings—must be recorded on the school's Provision Map system. This provides a secure, centralised record that can be accessed by relevant staff and supports safeguarding, consistency, and effective information sharing across departments. Staff are responsible for logging communications promptly and accurately, including the date, method of contact, reason, and any agreed outcomes or follow-up actions.

Policy Approval and Review Cycle : Annually

Contents Checklist (Local Services may add additional items – this is a core list)

Local Procedure Review History:

Date Reviewed	Reviewer	Summary of revisions
12.09.2025	SK	Complete

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