



Communication Plan

This plan sets out the school's different methods of communication and who is responsible for delivering these methods.

Method of communication	Details	Intended recipient/audience	Who is accountable for this?
School newsletter	<ul style="list-style-type: none"> Sent once every two weeks Available physically by request only and digitally via the school website and Parent Hub 	<ul style="list-style-type: none"> Staff members, pupils and parents and governors 	<ul style="list-style-type: none"> The headteacher, business manager, SLT for year group updates
Posts on the school website	<ul style="list-style-type: none"> At least two-weekly Updated newsletter Policies Curriculum pages when necessary 	<ul style="list-style-type: none"> Parents Local community Prospective parents Ofsted 	<ul style="list-style-type: none"> Business manager Admin support Headteacher TLT
Social media posts on school accounts	<ul style="list-style-type: none"> At least weekly When there is an event to celebrate Promotion of FONS activities Appeals to parents/local community 	<ul style="list-style-type: none"> Parents Local community Extended families Previous attendees of the school 	<ul style="list-style-type: none"> Business manager Admin support
The school notice board	<ul style="list-style-type: none"> Two-weekly – update with community news and newsletter 	<ul style="list-style-type: none"> Parents 	<ul style="list-style-type: none"> Admin support
Advertisements and marketing materials	<ul style="list-style-type: none"> When necessary as available positions arise 	<ul style="list-style-type: none"> Prospective employees 	<ul style="list-style-type: none"> Helen Need
Letters, emails and notices sent to parents via ParentHub	<ul style="list-style-type: none"> When necessary, more targeted letters will need to be emailed to families 	<ul style="list-style-type: none"> Parents 	<ul style="list-style-type: none"> Headteacher Helen Need

	<ul style="list-style-type: none"> • A permission slip is required in response • ParentHub messages 		
Pupil reading journals	<ul style="list-style-type: none"> • At least weekly, your child's teacher will communicate about reading 	<ul style="list-style-type: none"> • Parents/Carers • Other staff 	<ul style="list-style-type: none"> • Teachers

Contacting The School

Query	Who to contact	Contact information and availability
Absences	<ul style="list-style-type: none"> • The school office 	<ul style="list-style-type: none"> • The office can be reached on phone number 01484 661832 • The office is open between the hours of 08:30am and 3:30pm • Absence@netherton.tft.school
SEND	<ul style="list-style-type: none"> • The SENCO 	<ul style="list-style-type: none"> • Send@netherton.tft.school
Complaints	<ul style="list-style-type: none"> • The Headteacher 	<ul style="list-style-type: none"> • e.barker@netherton.tft.school
Freedom of information and subject access requests	<ul style="list-style-type: none"> • The school office 	<ul style="list-style-type: none"> • office@nethertonian.co.uk
Safeguarding concerns	<ul style="list-style-type: none"> • Headteacher Mrs Emma Barker (DSL) • Mrs Gill Lodge (DDSL) • Mrs Helen Need (DDSL) • Duty and Advice • Police 	<ul style="list-style-type: none"> • 01484 414960 (professionals) • 01484 456848 (public) • 999
General queries	<ul style="list-style-type: none"> • The school office • Headteacher • Class teachers 	<ul style="list-style-type: none"> • 01484 661832
Friends of Netherton (FONS)	<ul style="list-style-type: none"> • Mrs Becky Nunn 	<ul style="list-style-type: none"> • office@netherton.tft.school