



Hasmonean Primary School

COMMUNICATIONS POLICY

(February 2010)

Regular communication with parents

- This is through the weekly newsletter which is sent by e-mail (+ hard copy for those families without e-mail).
- Whiteboard in foyer.
- PTA noticeboard.
- Regular e-mails (+ hard copy for those families without e-mail).
- Staff to respond to parents' phone calls / letters within two working days if possible.

Contact in an emergency

- Texting and back-up emails to inform parents if there is a closure due to snow or similar eventuality.

Communicating between staff and parents on the telephone

- Parents must not have staff personal phone numbers – all phoning is through the school phone lines.
- On outings the staff to use the school mobile phone and give parents that number, not their personal number
- Parents not to communicate with staff by phone out of school hours and vice versa.
- A private area should be found for conversations of a sensitive nature eg. headteacher / deputy headteachers' offices.

E-mails

- All school business must be through staff e-mail addresses.
- Staff to check their school e-mail account daily.
- Parents to communicate by e-mail via the school office only ('office' or 'admin').
- Permission and reply slips to be e-mailed to the office and then forwarded to the relevant staff member, where appropriate.
- All letters by staff to parents to be sent by e-mail via the school office. NB wording checked with the Headteacher before sending out.
- Pupils may not access their personal emails at school, except under strict supervision of the teacher, so as to access homework.
- When MLE is up and running, pupils will be able to use this to access electronically-produced homework.
- Staff are only allowed to communicate with parents by e-mail. They are not to e-mail pupils directly.
- The school e-mail database is only to be used for school-related communications.

Social networking

- No staff member may 'befriend' a present or recent past pupil on a social networking site eg facebook.

Use of personal mobile phones by staff

- Personal communication devices must not be used by staff whilst supervising children at any time.
- During 'contact' time with children, staff to have their phones on 'silent' and preferably switched off.
- During non-contact time staff are free to use their mobile phones, but please be aware of having a loud conversation whilst other people are trying to work.
- If staff need to be contacted in an emergency, this should be via the school office and staff will be immediately informed.