



Grange Infant School
 Delamere Drive, SN3 4XE
 T: 01793 822357
 E: admin@grange-inf.swindon.sch.uk
<https://grange-inf.swindon.sch.uk/>



Grange Junior School
 Grange Drive, SN3 4JY
 T: 01793 822405
 E: admin@grange-jun.swindon.sch.uk
<https://grange-jun.swindon.sch.uk/>

19th September 2025

Our Communication Plan

We believe that good communication between parents and the school is incredibly important. We have created this plan to set out our main forms of communication, their purpose and frequency.

Please ensure that you support us in making this successful by regularly checking communications from school, especially on a Friday and ensuring that your contact details are always up to date.

Parents Evening	Parents Evenings are held for all pupils twice a year. These are held at the beginning of term 2 and term 4. These consultation meetings are an invaluable opportunity to discuss a child's progress, targets, successes, attendance and possible additional needs.
Reports	<p>Main written reports will be sent home at the end of term 6.</p> <p>Reports include reference to progress, attainment, attendance and a summary of how an individual child has achieved over the course of the year.</p>
Weekly Roundups	At the end of each week, we send home a Weekly Sway. This celebrates our week at school and provides ongoing useful information and key dates and events coming up.
Letters	Letters are also used as a form of communicating information to parents as and when required. We will always endeavour to send letters home on a Friday, so you have chance over the weekend to check your emails and read the content.
Additional information	Over the course of the year, key information will be sent to parents to provide useful updates and guidance around key issues.
Arbor In-App & e-mail	In-App messages via Arbor and e-mail are used as a means of communicating messages with parents, as and when appropriate.
Social Media	As a school we will be using social media platforms to celebrate good news

	<p>Follow us here.</p> <p>https://www.facebook.com/GrangeJuniorSchool</p> <p>https://www.facebook.com/GrangeInfantSchool</p>
School website	<p>The school website is updated regularly.</p> <p>The is our main form of communication and publishes:</p> <ul style="list-style-type: none"> ➤ Key policies, including statutory policies ➤ Curriculum ➤ Staffing ➤ Resources to support learning ➤ Contact details ➤ Statutory information required by the DfE <p>Grange Infant School (grange-inf.swindon.sch.uk)</p> <p>Grange Junior School (grange-jun.swindon.sch.uk)</p>
Additional meetings	<p>At times, it may be appropriate for the school or parents to request an additional meeting. This may be, for example, to discuss the specific educational needs or behaviour of a pupil. We recognise the importance of working in partnership to support all children who attend Grange Infant and Junior School and thank you in advance for your support in this.</p>
Contacting the school	<p>If you would like to speak to a member of staff at the school, you can contact us in the following ways.</p> <p>By telephone- 01793 822405 (GJS), 01793 822357 (GIS)</p> <p>By email:</p> <p>School Office: admin@grange-jun.swindon.sch.uk / admin@grange-inf.swindon.sch.uk</p> <p>Mrs Gordon: hgordon@grange-jun.swindon.sch.uk</p> <p>We always endeavour to contact a parent within 48 hours and will always do our utmost to arrange an individual face-to-face meeting if required, as soon as possible. If you have made contact and have not had a response, please do follow this up as it is never our intention. In the first instance please make a meeting with your child's class teacher. SLT will also make themselves available for meetings with parents, when necessary, at a mutually agreeable time.</p> <p>Please be aware that we can only hold meetings with those who are named on our system and will only meet with one family at a time.</p>