



## 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, the purpose and frequency.

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

<b>Parents Evening</b>	Parents Evenings are held for all pupils twice a year. These are usually 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.
<b>Reports</b>	<p>Main written reports will be sent home at the end of term 6 and a summary report will be given to parents at the end of term 4.</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>
<b>Weekly Sway Roundups</b>	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.
<b>Letters</b>	Letters are also used as a form of communicating information to parents as and when required and are e-mailed. 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.
<b>In-app messages &amp; e-mail</b>	In-app messages and e-mail are used as a means of communicating messages with parents, as and when appropriate.
<b>Facebook</b>	<p>As a school we will be using social media platforms to celebrate good news</p> <p>Follow us here.</p> <p><a href="#">Grange Infant School   Facebook</a></p>

	<a href="#">Grange Junior School   Facebook</a>
<b>School website</b>	<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"> <li>➤ Key policies, including statutory policies</li> <li>➤ Curriculum</li> <li>➤ Staffing</li> <li>➤ Resources to support learning</li> <li>➤ Contact details</li> <li>➤ Statutory information required by the DfE</li> </ul> <p> <a href="http://grange-inf.swindon.sch.uk">Grange Infant School (grange-inf.swindon.sch.uk)</a>  <a href="http://grange-jun.swindon.sch.uk">Grange Junior School (grange-jun.swindon.sch.uk)</a> </p>
<b>Additional meetings</b>	<p>At times, it may be appropriate for the school to request an additional meeting with a parent/carer or vice-versa. 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 Junior and Grange Infant Schools and thank you in advance for your support in this.</p>
<b>Contacting the schools</b>	<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>Grange Junior School : <a href="mailto:admin@grange-jun.swindon.sch.uk">admin@grange-jun.swindon.sch.uk</a></p> <p>Grange Infant School: <a href="mailto:admin@grange-inf.swindon.sch.uk">admin@grange-inf.swindon.sch.uk</a></p> <p>Mrs Gordon: <a href="mailto:hgordon@grange-jun.swindon.sch.uk">hgordon@grange-jun.swindon.sch.uk</a></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 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 or Year Group Lead. 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 with one family at a time.</p>

