



The Manor Church of England VC Primary School
 Ruskin Avenue,
 Melksham,
 Wiltshire
 SN12 7NG
 T:01225 700 150
www.themanor-school.co.uk

Our Communication Plan

We believe that good communication between parents/carers 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 your emails especially on a Friday and ensuring that your contact details are always up to date.

<p>Parents' Evening/consultation meetings</p> <p>Reports</p>	<p>Parents' Evening/consultation meetings 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.</p> <p>Mid-Year Reports are sent home in Term 3</p> <p>Parents and carers are provided with an end of year report from their child's class teacher in July. Reports include reference to progress, attainment, attendance and a summary of how an individual child has achieved over the course of the year.</p>
<p>Weekly Roundups</p> <p>Letters</p>	<p>At the end of each week we send home Weekly Roundup. This celebrates our week at school and also provides ongoing useful information about Safeguarding, Online Safety and key dates and events coming up.</p> <p>Letters are also used as a form of communicating information to parents as and when required and are e-mailed. We send letters home on a Friday so you have chance over the weekend to check your emails and read the content.</p>
<p>Text messages & e-mail</p>	<p>Text messages and e-mail are used as a means of communicating messages with parents, as and when appropriate.</p>
<p>Facebook and Twitter</p>	<p>As a school we use both of these social media platforms. Both are used to celebrate good news</p> <p>Facebook is also used for reminders</p>



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School website	<p>The school website 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
Additional meetings	<p>At times, it may be appropriate for the school to request additional meetings with a parent/carer or vice-versa. This may be, for example, to discuss the specific educational needs or behaviour of a pupil.</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- 01225 700150</p> <p>By email: admin@themanor.wilts.sch.uk head@themanor.wilts.sch.uk</p> <p>We always endeavour to contact a parent within 48 hours and will always do our utmost to make a face to face meeting as soon as possible</p>



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