**Letter from David Pyle first sent to parents in September 2011 and sent out regularly since.**

At the beginning of this New Year, I thought it might be helpful to re-emphasise the **communication system** at Weald which has been fashioned carefully in order to:

Ensure that parents, carers and the wider community are informed about important events and dates

Promote a truly collaborative approach to supporting the children’s education

Ensure that all interested parties are consulted and listened to equitably.

**Information dissemination and reporting**:

 **Text to Parents** (last minute reminders & emergency/contingency plans; for example, cancellation of activities; closure of school because of snow etc)

 **Website:** This is a useful source of up-to-date information on all aspects of school life including the latest news, aims and values, performance results, details of the curriculum, learning links, school policies, class pages and links with parents, the village and the wider community.

 **Email to Parents:** last term, the school effected a change to electronic communication except where parents do not have an email account in which case hard copies of communications are still provided.

 **Pupil Contact Books:** day to day dialogue between parents and teaching staff regarding academic and welfare issues. Confidential issues should be addressed via letters in sealed envelopes.

**Advisory and consultative bodies (general school issues):**

 **Pupil Forum**: this consist of vertically integrated groups involving all pupils across the school from Year 1 and above. A member of staff will be attached to each discussion group. The meetings will be chaired by Year 6 children and there will be a common agenda based upon the simplified School Improvement Plan.

 **Parents’ Forum**: this is a group of parent representatives from each year group within the school which meets three/four times per year to discuss and seek to resolve school-related issues. It has an important role in informing decision-making processes but it cannot make decisions on behalf of the school. The Governing Body is the decision-maker and provides strategic leadership (see below). Since its inception, the Parents’ Forum has been instrumental in improving provision within the school regarding communication systems, school cleaning and school lunches and is currently investigating out of school provision and ways of improving the lost property system.

 **Parent teacher Association (PTA)**: there is an elected committee but any parents may attend PTA meetings. Effective liaison and consultation takes place on a wide range of potential fundraising/ social events and related issues. The PTA is an enormous strength at Weald and its partnership with the school and other agencies are critical in the successful development of the children in our care.

**Discussing concerns:** the correct protocol regarding issues relating to individual children is for parents to raise these initially with their child’s Class Teacher. If the agreed strategies fail to satisfy, then the matter should be discussed with me. Please approach me in the playground at the beginning or the end of the school day or ring/drop into the School Office. For short conversations, unless I am in a meeting or otherwise engaged, I will always be happy to see you without appointment. For longer conversations, please ring Mrs Beddoe in the School Office and I will aim to see you as soon as possible. Unresolved issues can be taken to the Governing Body through the school’s Complaints procedure.

**Strategic improvement:**

Last term, the Governing Body was re-fashioned through the adoption of the KCC recommended model of “Two Teams”. The new structure is composed of the following:

**Strategy Team** (Leadership Team and two Governors): playing an active role in reviewing the strategic vision of the school through effective self-evaluation; the school improvement plan; planning and approval of the budget and reviewing school organisation (staffing, policies, systems and premises). ***For example, this committee will engage in decision-making relating to future class structure resulting from the increased PAN (pupil admission number) for the current Reception, Year 1 and 2 classes.***

**Resources Team**: monitoring progress against school improvement priorities with respect to the budget and financial procedures; premises; health and safety. ***For example, this committee will monitor the school’s compliance to statutory policies, procedures and financial regulations.***

**Learning & Development Team:** concerned with monitoring the impact of Teaching and Learning and Extended Services on pupil progress, attainment and the overall developmentof children in line with school improvement priorities.

David Pyle