



**BROOKFIELD
COMMUNITY
SCHOOL**

Brookfield Community School

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Headteacher: Mr K Hirst

30th November 2023

Dear Parent/Carer

Communication Policy

As you will be aware, we work hard to communicate with you regularly in relation to school developments and your child's personal school journey. This is done through a variety of means, including our website, text messages and direct communication through email. The aim of all of communications is to help support you and your child in achieving the very best they can achieve in partnership with you as parents.

We are a large organisation and we pride ourselves in the service that we provide. As with all large organisations, it is important that we have a clear and effective policy in relation to communication. This is to both help you as parents know what to expect from us and also to help our staff support you and all other parents effectively.

With this in mind, we have now published our Communication Policy, a copy of which is attached for your information. A copy is also available on our website [Brookfield Community School - Policies & Documents \(brookfieldcs.org.uk\)](http://Brookfield Community School - Policies & Documents (brookfieldcs.org.uk)). This outlines our commitment to you and also outlines what we ask of you in supporting us in meeting the needs of all children. This policy provides a clear structure and process for contacting school. The timelines for response and the ways in which to contact us. This is summarised by the diagram at the end of the document. This has also been shared with our staff.

We ask that you take time to read this document carefully and follow the guidance in it when contacting school. The approach outlined in this policy will go live on **Monday 4th December 2023**.

I wish to assure you that this has been developed to help ensure we can support all parents and students and to help give you a clear outline of what to reasonably expect from us. We will, of course, be reviewing this regularly and will provide opportunities for feedback in the future.

Many thanks for your ongoing support.

Yours faithfully

Mr K Hirst
Headteacher

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