



## Chelmsford County High School for Girls

### COMMUNICATION AND CONSULTATION

This policy is intended to highlight the School's existing structures and procedures which aim to ensure the high levels of communication and consultation which lead to staff well-being and the development of our School.

#### 1. Calendared Meetings

The cycle of meetings has been designed to involve all staff in discussion and the school's operation and development. The following teams meet regularly:

**SLT, Staff, Academic Board, Year Leaders, Faculty Teams, Subject Teams, Year Teams, Cross Curricular Teams, Support Staff Department meetings.**

- The Academic Board is one of the major decision-making groups of the School. It is intended that issues of whole school interest are 'launched' at the Staff Meeting/Briefing, discussed in greater detail at Faculty/Subject/Year team level and brought back to Academic Board and SLT meetings.
- The Headteacher reads and responds to every set of minutes published by every group, either personally or via the SLT line managers. Issues discussed at SLT, from other meetings are reported at the appropriate Governors' Meetings.
- The major vehicle for change and improvement is the School Development Plan which is supported by other policies and plans. All Teaching and Support staff are involved in the preparation and review process as individuals or through their team(s) process. Initially they are involved in the brainstorm process which starts the planning of the Three Year Strategic Plan and then in the annual review of the School Development plan.
- It is the best practice for Chairs of all groups to construct agendas and circulate them at least a week before the meetings. Members of groups can request of the Chairs that items are included on agendas. Timings within meeting should be as effective as possible, allowing discussion rather than using time to circulate information. As far as possible, items of information should be emailed or circulated with the agenda. Meetings should be chaired effectively in order to involve colleagues in genuine discussion which will inform consultation. A.O.B should be for information only, unless a matter of urgency needs to be raised. Minutes including a brief summary of discussion and action points should be circulated within a week of the meetings, except for the staff briefing for which notes are emailed on the day.

Last Amended: July 2019	Committee Responsible for Review: Staff & Student Matters	
Last Approved: July 2019	Date of Next Review: July 2022	Model: School

## 2. Frequency of Meetings

### Group

### Frequency

Whole Staff Briefing	Weekly
Whole Staff Meetings	Half-termly
Senior Leadership Team	Weekly
Headteacher and individual SLT Members	Weekly
Deputies and Assistant Headteachers	As required
SLT and Faculty Leaders	Fortnightly
SLT and Year Leaders	Fortnightly
SLT and Support Staff Team Leaders	Fortnightly/or weekly
Faculty Leaders with Subject Leaders	At least fortnightly
Tutor Team briefings	Weekly

## 3. Focus Groups

When they are convened, they will have a clear brief, with an idea of timing, and should represent a cross-section of staff including Support Staff wherever appropriate. All staff will have the opportunity to represent their Year and/or Faculty/Subject. The composition of these groups will be reviewed annually. They will report to SLT in the first instance.

## 4. Open Door Policy

The Headteacher and Senior Leadership Team make every effort to operate an open-door policy and encourage all other leaders and managers to do the same. Any colleague who wishes to discuss an issue, of either a personal or professional nature, may do so. It is understood that, where appropriate, the member of SLT with the specific, relevant or line-management responsibility should be approached in the first instance; however, any SLT member will respond to urgent or personal matters. On occasion, appointments may need to be made in order to accommodate everyone's working day commitments.

## 6. Weekly Diary

This is short and gives an overview of events during the week and other urgent information.

## 7. Weekly Briefing

This a short (15 min) meeting of all staff in the staffroom at break time and is used for passing on urgent, personal information and offering thank you and congratulations.

## 8. Parents

- Parents receive a weekly bulletin.
- Twitter feed.
- For all staff, daily communication with parents takes place via the logbook
- Formal letters may be sent by Year Leaders, Subject Leaders or SLT.

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- Letters to individual parents must be copied to Year Leaders who will pass on to Form Tutors as appropriate before filing
- All individual letters, including email must be approved by SLT
- All letters to go on SchoolPost need to be approved by the Headteacher or the SLT line manager
- Parents may be contacted by phone or email or invited in for occasional interviews. A record must be kept of all contacts. Any staff for whom it is appropriate needs to be copied in on any communication with parents.
- All staff need to be familiar with the School's Complaints Policy and deal with complaints/concerns raised accordingly.
- There is a termly Newsletter to which all staff are invited to contribute.
- The Parents' Association also communicate about their events via letters and newsletters.
- Annual Parents' Evenings and Meet the Tutor Evenings occur for each Year Group. Other occasional Parents' Meetings take place as calendared.

## 9. Joint Consultative Committee

The Headteacher holds half-termly meetings with Staff Governors and staff representatives of Professional Associations such as: Unison, the NEU, ATL, NASUWT, and ASCL.

## 10. Annual Staff Survey

An annual staff survey is undertaken to gauge staff views and opinions.

## 11. Staff Emails - Wellbeing Sign Off Message

The following message is used as a sign off on staff emails in order to improve staff wellbeing:

*'Chelmsford County High School for Girls values your work life balance. If you have received this message outside of the standard working hours, there is no expectation of an immediate response.'*

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