



Internal Communications Policy

This is a mandatory policy for all Vine Schools that has been implemented with no amendments by this school.

Policy Reference:	A024
Approved by Vine Schools Trust on:	Spring 2023
Adopted by this school on:	Spring 2023
Next review:	Spring 2024

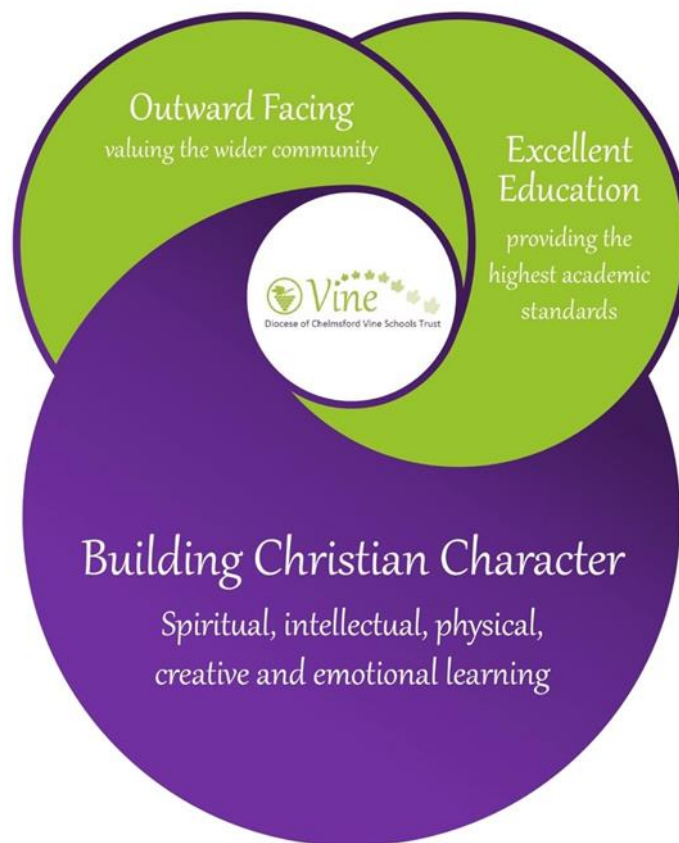


**I am the vine; you are the branches.
If you remain in me and I in you, you
will bear much fruit**

JOHN 15:5

Vision & Values

V Valuing every person
I Inspiring great teaching
N Nurturing academic excellence and Christian Character
E Excelling, unlocking great potential



INDEX

1. Aims and Objectives	4
2. Responsibilities	4
3. Internal communication within the schools	5
4. Communications between Directors and Local School Board Members	6
5. Communication between the Board of Directors and Local School Boards	7
6. Communication between Vine Schools	7
7. External Communication	8
8. Appendix A – Protocols and Timelines	9

1. AIMS AND OBJECTIVES

The Diocese of Chelmsford Vine Schools Trust is committed to the promotion of effective communication between pupils, members of staff, parents/carers, stakeholders, Local School Board members, Directors and all members of The Vine Schools Trust community and beyond.

Our objectives are to:

- Have a clear and professional communication strategy in place which will help The Vine to keep parents/carers well-informed about their child's educational progress and any other matters related to their child's overall well-being.
- Make our written communications as accessible and inclusive as possible. We seek to avoid bias, stereotyping or any form of discrimination.
- Be open, honest, ethical and professional using jargon-free, plain English which can be easily understood by everyone.
- Ensure that there is a robust process in place for consultation between the schools, parents, staff members and pupils on key areas.
- Ensure that the systems in place are fully aligned to the Trust's Values.
- Recognise that monitoring and evaluation of communication issues through regular meetings and discussion with pupils, staff, parents, Directors and LSB members is an on-going consideration. In the context of a growing organisation it is particularly important to review systems and facilitate the best possible communication at all stages of the Trust's development.

Efficient and effective communication is essential at all levels of the organisation:

- Between Vine schools and their whole school community.
- Between staff.
- Between children.
- Between Directors.
- Between the Board of Directors and Vine LSBs.
- Between Vine schools with one another.
- Between all Vine Trust stakeholders.

2. RESPONSIBILITIES

School responsibilities

- To publish key policies (or links to key policies stored on the Vine Trust website), documents and procedures on the school website and in other areas that maximise their accessibility and usefulness to the entire school community.
- To publish on the School website key information about the composition and remit of the Local School Boards, including a list of members, their record of attendance at meetings during the previous 12 months, and a register of their business interests.
- To inform parents/carers of all school events within appropriate timelines.
- To keep parents/carers informed of the progress of their child at regular intervals throughout the school year.

- To consult with and work in partnership with parents/carers on the well-being and education of their children.
- To seek the views of the parents and children on their education and learning environment and ensure that their ideas and feedback are always treated with respect and built into planning and development. (E.g. regular circulation of Parent and Pupil questionnaires).
- To seek creative ways of making key messages relevant to the communities served by each School.

Staff members' responsibilities

- To ensure that the principles and procedures of this policy are followed.
- To communicate proactively with parents/cares about pupil progress and to support parents/carers to help their children's learning.

Parent/carer's responsibilities

- To read key communications circulated by the school (E.g. homework tasks, website information, newsletters)
 - To respond/act on communications from the school (E.g. sign consent forms, attend meetings).
- To keep the school office up to date with any changes to contact details (address, phone numbers, email addresses).
 - To inform the school of any medical conditions along with medical documentation.
 - To inform the school of any child protection matters, legal issues or relevant duties - with appropriate documentation.
 - To raise any positive feedback, compliments, issues or concerns with the class teacher in the first instance.

3. INTERNAL COMMUNICATION WITHIN THE SCHOOLS

3.1 Communication with members of staff

- A timetable is made available to staff, which outlines weekly activities across the school. Additional updates may be given through morning briefings, noticeboards, online alerts etc.
- Staff members' personal details will not be shared with other members of staff without their consent.

3.2 Email Communication for members of staff

- All members of staff and members of the LSB must use their own Vine Trust email account for all School or Trust-related emails. They must also use the official Vine Trust signature strip on all internal and external emails, underneath their school logo and signature.
- Staff must consider the best way to communicate according to each situation, recognising that in school, email should not be used as a substitute for face-to-face communication.
- Staff must be mindful of the tone and propriety of their email communications and ensure that their written correspondence is always appropriate and professional.
- As The Vine Trust encourages staff to have an appropriate work/life balance, staff are not expected to write and respond to emails outside of schools hours. It is expected though that emails are responded to within two school working days.
- To ensure effective management of emails, staff are mindful of who is cc'd into an email. It is helpful to use the cc function if the information will be directly useful to the colleague/s.

- Issues of a sensitive nature should where possible be discussed in a face-to-face manner, with Minutes taken as necessary, rather than by email. Although not exhaustive, sensitive issues may include addressing staff performance or pupil performance and behaviour. If email has to be used, sensitive information should be shared via a password protected document attached to the email.
- Communication between parents/carers and staff members must be carried out via the school email address and not via a personal email address.
- Engaging in personal correspondence with pupils is not allowed, other than in relation to their learning, using approved school systems – e.g. emails via Pupil Asset, Purple Mash.
- Sending of chain emails is not allowed.
- Embedding of adverts is not allowed.

3.3 Social Networking Sites/Blogs etc for members of staff

- Staff will not communicate with pupils or parents/carers via social networking sites/personal accounts such as personal email accounts, Facebook, Twitter, Instagram etc.
- Staff will not accept personal ‘friend’ requests from pupils or parents.
- School/class blogs may be set up specifically for the purpose of teaching and learning and will be carefully managed and monitored. Only official designated users may use social media on behalf of the school.
- Employees should not use mobile phones for personal use, or access personal social media accounts anywhere on school premises other than designated ‘staff only’ areas, during designated breaks.
- When using social media outside school for personal use, all employees must remember that they are personally responsible. Employees must take care to ensure that they always act responsibly and follow the law and The Vine Trust’s policies and standards of conduct outside school as well as in school.

4. COMMUNICATIONS BETWEEN DIRECTORS AND LOCAL SCHOOL BOARD MEMBERS

4.1 To ensure efficient and effective communication between Directors and between LSB members, there are key expectations of members of the Board of Directors and members of the LSB as follows:

- To regularly attend Board of Director meetings/ Local School Board meetings.
- To prepare well for meetings by reading all communications and papers in advance and making any requests for printing of papers (not including policies) to the Clerk no later than two days in advance of a meeting.
- To ensure that any planned absences for any length of time are communicated to fellow colleagues/Vine staff.
- To respond in a timely manner to email correspondence from fellow Directors or fellow LSB members (within two working days).
- To immediately advise the Chief Executive Officer and Chair of Directors of any issue which might affect the interests of The Vine Schools Trust.

4.2 Email communication for Directors and LSB members.

The same expectations apply to Directors and LSB members for use of email as those for staff (as detailed under 3.2)

4.3 Social Networking Sites/Blogs etc for Directors and LSB members.

The same expectations apply to Directors and LSB members for use of Social media as those for staff (as detailed under 3.3).

4.4 Communication between the Vine LSB central team, Headteachers, Key officers, LSB members.

- A detailed set of expectations for the process and timescale for setting of agendas, writing of minutes and approval of draft minutes has been produced and is set out in appendix 1.
- On confirmation of the appointment of new LSB members, Clerks or Chairs will ensure that the whole LSB is informed.

5. COMMUNICATION BETWEEN THE BOARD OF DIRECTORS AND LOCAL SCHOOL BOARDS

Sub-committees of the Board of Directors, Local School Boards (LSBs), are delegated responsibility for regional groups of Vine schools. Effective communication between the Board of Directors and the Local School Boards is vital so that:

- The Board of Directors has an accurate, up-to-date picture of provision across the Trust and is able to take this into account in its strategic decision-making.
- The views of schools, through their LSBs, are appropriately represented at Board of Directors level.
- LSBs are able to implement policies and decisions agreed by the Board of Directors.

In order to facilitate communication the following systems are in place:

- A standard item is included on each LSB termly agenda to receive feedback from the Board of Directors.
- All LSBs have a direct link with the Board of Directors via their link Director.
- Minutes of the Board of Directors meetings are circulated to all LSB chairs.
- All LSB minutes are circulated to the LSBs link Director. On occasions it is necessary for the Chair of Directors or the Chair of the LSB to take a Chair's Action outside the meeting cycle. In these circumstances it is important to ensure that Chair's Actions are reported and ratified at the next available meeting. Clerks are therefore to be copied into any email correspondence around such issues, to enable the addition of ratification of any chair's action to the next agenda.

6. COMMUNICATION BETWEEN VINE SCHOOLS

Close collaboration between Vine schools is an expectation of the Trust and Vine Headteachers work closely with the Executive Team (the Chief Executive Officer The Director of Finance and Operations, the Director of Learning), to ensure that expertise is effectively shared across the Trust. Vine schools are also encouraged to celebrate the successes of other Trust members, publicising "good news" stories from across the Trust, is positive and cohesive. Methods of communication include:

- Email
- Vine newsletters
- Vine school websites

- The Vine Trust Website
- Authorised school Social media e.g. Twitter, Facebook

7. EXTERNAL COMMUNICATION

The Trust communicates with parents/carers through:

- Letters home
- The School Websites
- The Vine Trust Website
- Regular School newsletters
- Parent/Carer meetings
- Informal communications between teachers and parents/carers

Communication of The Vine's moral purpose is achieved through:

- Maintaining a frequently updated Trust website
- Featuring in regular local and national press articles.
- Speaking at local and national conferences and seminars where possible.
- Networking and facilitating visits to Vine schools.

Communication with the Media and Wider Public

- When press coverage takes place, all parties who may be interested such as parents, staff, Directors, LSB members and the community will be informed via email, social media, the newsletter and the school /Trust website.
- All publications and press releases which include pictures of pupils will be checked before release/ publication to ensure that they do not include any children whose parents have informed the school that they do not wish their child to be photographed.
- All publications and prospectuses will be mindful of equal opportunities, reflecting and celebrating the diversity of our Vine Trust community.
- Headteachers are authorised to provide press releases to the local press on 'Good news' items relating to their school. The CEO and Chair of the LSB would expect to be informed of any press contact on good news events.
- Any other contact with the Press, local or national, relating to the school or Vine Trust more generally, should always be made via Chief Executive Officer and PR team. No one else (Headteachers, members of staff) are authorised to speak to the press without first having agreed this with the Chief Executive Officer, PR team and Chair of Directors.

Internal Communications Policy 2023

Appendix 1

Protocols and timelines

Meeting	Agenda setting	Timescale for receipt of comments	Agreement of minutes	Timescale for receipt of comments
Board of Directors	<ol style="list-style-type: none"> To Chief Executive Officer To Chair of the Board for final approval To Directors and those attending board meeting 	<p>Two weeks before meeting clerk to provide model agenda to CEO.</p> <p>Two weeks before meeting. Give 3 days for response.</p> <p>At least 7 days before meeting.</p>	<ol style="list-style-type: none"> To Chief Executive Officer To Chair of the Board for final approval To Directors and those attending board meeting 	<p>Within 7 working days of meeting. Allow three days for comments. Chase if no response.</p> <p>Three clear working days. Clerk to chase if no response.</p>
Trust Finance and Audit committees	<ol style="list-style-type: none"> To Director of Finance and Operations and company secretary (copy to CEO for information) To committee chair for final approval. To committee members. 	<p>Two weeks before meeting clerk to provide model agenda to DFO.</p> <p>Three clear working days. Chase if no response after three days.</p> <p>At least 7 days before meeting.</p>	<ol style="list-style-type: none"> To DFO (copy to CEO for information) To committee chair To committee members. 	<p>Within 7 working days of meeting. Allow three days for comments. Chase if no response.</p> <p>Three clear working days. Clerk to chase if no response.</p> <p>Within 14 days of meeting.</p>

Internal Communications Policy 2023

Appendix 1

Protocols and timelines

Trust Standards and Performance committee	<ol style="list-style-type: none"> 1. To Director of Learning (copy to CEO for information) 2. To committee chair 3. To committee members. 	<p>Two weeks before meeting clerk to provide model agenda to DoL.</p> <p>Three clear working days. Chase if no response after three days.</p> <p>At least 7 days before meeting.</p>	<ol style="list-style-type: none"> 1. To Director of Learning (copy to CEO for information) 2. To committee chair 3. To committee members. 	<p>Within 7 working days of meeting. Allow three days for comments. Chase if no response.</p> <p>Three clear working days. Clerk to chase if no response.</p> <p>Within 14 days of meeting.</p>
Local School Boards	<ol style="list-style-type: none"> 1. To head teacher 2. To LSB chair for approval 3. To LSB members (copy to link Director for information) 	<p>Two weeks before meeting clerk to provide model agenda to Head.</p> <p>Two weeks before meeting. Give 3 days for response.</p> <p>At least 7 days before meeting.</p>	<ol style="list-style-type: none"> 1. To head teacher 2. To LSB chair for approval 3. To LSB members (copy to link Director for information) 	<p>Within 7 working days of meeting. Allow three days for comments. Chase if no response.</p> <p>Three clear working days. Clerk to chase if no response.</p> <p>Within 14 days of meeting.</p>
Community Boards	<ol style="list-style-type: none"> 4. To head teacher 	<p>Two weeks before meeting.</p>	<ol style="list-style-type: none"> 3. To head teacher 	<p>Within 7 working days of meeting. Allow three</p>

Internal Communications Policy 2023
Appendix 1
Protocols and timelines

	<p>5. To LSB chair for approval</p> <p>6. To LSB members (copy to link Director for information)</p>	<p>Two weeks before meeting. Give 3 days for response.</p> <p>At least 7 days before meeting.</p>	<p>4. To CB chair for approval</p> <p>3. To CB members (copy to link Director for information)</p>	<p>days for comments. Chase if no response.</p> <p>Three clear working days. Clerk to chase if no response.</p> <p>Within 14 days of meeting.</p>
--	--	---	--	---