

WESTON EDUCATION PARTNERSHIP COMMUNICATION STRATEGY

High quality and consistent methods of communication are vital if the partnership is to effectively inform, consult and engage with staff and other stakeholders.

We need to agree a flow of information to ensure that all stakeholders in the Partnership are kept up to date with Federation developments.

A number of communication vehicles exist for this purpose:

E-mail
Website
PORTAL
Meetings
Minutes of meetings
Staff briefings
Bulletins
Newsletters
Presentations
Notice boards

Each of the above is used to varying degrees at present.

The following channels of internal communication have been agreed:-

- 'Strand Update' to be a standing item on Federation SLT and SMB agendas
- Strand Coordinator reports to SLT three times a year
- Strand Coordinator reports to SMB once a year
- Copies of Federation SLT minutes to be circulated to SMB Chair and SMB Finance Sub-committee Chair
- Federation update to be an agenda item on school Full Governing Body agendas
- Presentation by JB/NCH to individual school Governing Bodies once a year
- "Federation Update" to be a standing item on school Leadership Team agendas to include brief feedback from SMB, Federation SLT, Strand and Task groups
- Copies of SLT and SMB minutes to be circulated to Strand Coordinators

- Copies of all SLT, SMB, Strand, Task and Student Parliament minutes to be available on the WEP website
- Regular newsletter distributed to Federation staff, SMB, LEA Personnel, Cluster, Tertiary and other partners.
- Director and/or Assistant Director to visit each Federation School three times a year for lunchtime “open surgery” for staff.
- Strand bulletin summarising key Strand Group and related Task Group developments for school notice boards produced three times a year
- Federation notice board to be displayed in each school.
- JB/NCH to hold termly link meetings with individual Strand Co-ordinators.
- Joint meeting of Strand Co-ordinators with JB/NCH twice a year
- JB to meet with each Headteacher three times a year to discuss Strategic Imperatives and general Federation issues.
- JB to meet with Chair of SMB each term.
- JB/NCH to attend school staff meetings once a year

Julaine Baldan
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