



COMMUNICATION POLICY

At Bobtails we will work to develop a positive and productive relationship with parents, carers and outside agencies. We will work together to achieve the best outcome for every child in our care. All members of staff will be tutored in and expected to follow Montessori Principles and Ethos in parallel with the Early Years Foundation Stage Principles. Bobtails has a website and blog where information regarding information about children's activities can be seen. Newsletters and letters regarding specific activities will be sent home as appropriate. Communication through text messages and e mails is encouraged. Some e mails will be sent by Bobtails to all parents as a group mail out. Notices will be displayed in the classroom and any parents with language or literacy difficulties will be spoken to individually.

Communication between management, staff, pupils and parents

- ◇ At Bobtails although everyone's contribution is valued there is a hierarchy of practitioners and staff are expected to follow the chain of command.
- ◇ (Please see Bobtails Management Structure)
- ◇ Any sharing of information with parents or other members of staff will be through the Principals or the Senior and Qualified Practitioners after consultation with other practitioners and classroom assistants.
- ◇ Staff appraisals will be conducted periodically by the Principals in conjunction with staff.
- ◇ Some staff training will be through external briefings, courses, workshops and conferences. Other information and training will be disseminated to staff by the person or persons who have attended the relevant course.
- ◇ It is the responsibility of each member of staff to identify and request training according to their professional status and professional development needs.

