

**School Communication Policy**  
**03.006**

**Standardized Cover Page of Internal policy**

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**Policy is:** PUBLIC  
**Archive number:** 100428\_03.006

## School Communication Policy

### Rationale

At the Prague British School there is a network of communication procedures to ensure that information is communicated effectively to the appropriate members of the school community.

### Leadership

#### **Board of Directors' Meetings consisting of:**

Managing Director  
Head of Primary Schools  
Head of Senior School  
Admissions and Marketing Director  
Sourcing and Services Director

- Board meetings are held each half term.  
The main task of the Board is the formation of strategic planning and the effective implementation of the strategies together with all things fiscal in accordance to the School Vision. The Board approves school policy as well as the School Development Plan and the School Self Evaluation.
- The Board also meets every Monday for an operational meeting.

#### **Senior Management Team (SMT) Meetings consisting of:**

Managing Director  
Head of Primary Schools  
Head of Senior School  
Admissions and Marketing Director  
Sourcing and Services Director  
Head of Kamyk Primary  
Head of Modrany School  
Head of Vlastina School  
Head of Czech British School  
Assistant Head of Senior School (Rotates each term)  
Director of Human Resources

- Senior Management Team meetings are held each month. The SMT's role is look at the strategic plans of the board and the best ways of implementing these plans in the most efficient and cost effective manner. SMT should also help to formulate ideas for the board and make submission to the board for approval. The SMT will play a key role in carrying out the School Improvement Plan and contributing to the School Self Evaluation.

### **Primary Leadership Team (PLT) Meetings consisting of:**

Head of Primary Schools  
Head of Kamyk Primary  
Head of Modrany School  
Head of Vlastina School  
Head of Czech British School

- Primary Leadership Team meetings are held each week and rotate around each of the primary school sites. Relevant issues relating to individual schools are brought to the attention of the Head of Primary and other members of the PLT. The team also plans and discusses events, policies, the academic improvement plan, school development plan and the general development of the schools. Minutes of these meetings, once approved, are sent to the SMT. All minutes of meetings are available for Primary staff to view. The main points of meetings, are filtered down in Staff meetings on each site.

### **Senior Leadership Team**

Head of Senior School  
Assistant Head academic  
Assistant Head Pastoral  
Assistant Head IB

- Senior Leadership Team meetings are held regularly. The team plans and discusses events, policies, the academic improvement plan, school development plan and the general development of the school.. Minutes of these meetings, once approved, are sent to the SMT. All minutes of meetings are available for Senior Staff to view.

### **Staff Representative Committee (SRC)**

The Staff Representative Committee consists of representatives from the academic staff of each school site (both Primary and Senior at Kamyk are represented separately) as well as a representative for the administration department. The SRC meets each term to discuss all matters relating to the conditions of service of all staff members as well as staff social events and areas of general school development and interest.

A member of the Board of Directors is invited to each SRC meeting so they can bring clarification to any points that may be needed. They are not a member of the SRC not add items to the agenda.

The minutes of these meetings, once approved, are circulated to all staff and the Chair of the SRC is invited to the next Board of Directors' Meeting to discuss the minutes.

### Primary School Heads and Deputies Meetings

- Regular meetings (usually weekly) are held between each individual school's Head and Deputy to discuss the daily running of the school and to ensure good communication between staff, administration and PLT / SMT.

### Staff

- Staff are provided on employment with relevant information regarding their conduct, school dress code and any other appropriate information linked to the school policies.
- Staff are issued with a school handbook with information that they may need regarding their own school routines and timetables as well as appropriate whole school information.
- Staff are given an advance list of main known dates for each school term. This is regularly updated as appropriate.
- School policies are located on the School Intranet. All policies that are updated are brought to the attention of the staff in staff meetings. Each school has copies of any site specific policies located on each site.
- A school Intranet is available to all staff. The Intranet contains a host of information for the daily running of the school: forms for daily use, policies, long terms plans...etc.
- Weekly staff meetings are held at each school site to give all staff the opportunity to discuss the development of policies, the day-to-day running of the school and any relevant issues pertaining to the individual school or to PBS as a whole.
- Staff notice boards contain duty lists and any other relevant information for a specific day or week.
- Individual Heads issue memos to staff when appropriate to keep them informed of necessary information.
- Planning meetings are held at the beginning of each term, between year group, key stage or subject department across the Schools to plan the curriculum and share ideas for the coming term. Staff are asked to organize their own relevant meetings where possible.

### Communication with Parents

- A school calendar is issued to parents before the start of the academic year. This calendar is placed inside the school prospectus for any new families.

- Curriculum Statements for each year group are issued to parents in time for the new academic year. They are also distributed to prospective parents when they visit the school.
- A School Handbook for each school site providing information about school routines etc. is issued to parents at the start of the academic year or during the parents' initial visit to the school.
- Information sessions are held for parents at the beginning of each school year to provide parents with the opportunity to acquire information about the routines and curriculum for the coming year. These sessions are held at each individual school for the parents of the relevant school.
- A special meeting is held for all parents and students of Year 6 in the first term to inform them about transition to the senior school for the following year. This meeting includes practical and curriculum information as well as a tour of the senior school site.
- Weekly newsletters are issued to parents; one from the primary school and one from the senior school; outlining forthcoming events, developments and necessary information. The Friends' Association / Class Representatives may also contribute information in the newsletter about any school events that they are organizing.
- The Friends Association / Class Representatives hold regular meetings at each school site to discuss forthcoming events or issues at school. Minutes of these meetings are distributed to parents by email and are also displayed on a notice board in the Parents' Room for other parents to view.
- Where appropriate parents receive letters and information by email each Friday. Sometimes additional emails or hardcopy letters may be sent out where appropriate.
- All emails to parents must be first approved by the Head of School.

#### **Contact with media or external people / agencies**

All enquiries for information about the school from potential parents, agencies, the media, etc. should be directed to the Director of Marketing and Admissions.

#### **Review of Policy**

This policy will be reviewed once a year and updated accordingly.

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**Standardized Acknowledgment list of Internal Policy by the Board**  
*Standardizované prohlášení o Vnitřním předpisu „Boardem“*

**Author/ Autor:** John Bagust  
**Superiors name/ Jméno nadřízeného:** Michal Bočan  
**Approval date/ Datum schválení:** 28<sup>th</sup> April 2010  
**Policy is/ Vnitřní předpis je:** PUBLIC/VEŘEJNÝ  
**Archive number/ Archivační číslo:** 100428\_03.006

## Standardized Acknowledgment list of Internal Policy by the Board of Directors

*Standardizované prohlášení o Vnitřním předpisu „Boardem“*

The member of the Board of Directors accepts and by signature acknowledges enactment of Internal Policy name: **School Communication Policy**  
Number: **03.006**

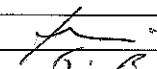
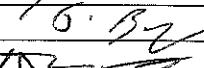
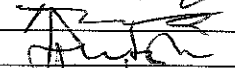
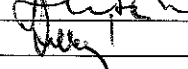
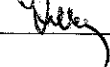
I, a member of the Board of Directors declare that I am familiar with the Internal Policy, and I will inform managers and employees in my line of management about its existence and /or update.

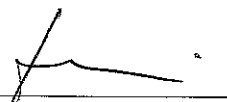
Členové „Boardu“ **PŘIJÍMAJÍ** a svým podpisem **STVRZUJÍ** platnost vnitřního předpisu.

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Zároveň **PROHLAŠUJI**, jako člen „Boardu“, že jsem se s vnitřním předpisem seznámil/a, a budu o jeho vzniku a/nebo aktualizaci informovat jednotlivé manažery a zaměstnance, kteří jsou v mé kompetenci a zodpovědnosti.

School / Department Škola / Oddělení	Name and Surname Jméno a Příjmení	Signature/ Podpis	Date /Datum
Finance, ICT, HR	Michal Bočan		18/8/10
Head of Primary Schools	John Bagust		18/8/10
Head of Senior School	Tim Roberts		18/8/10
Marketing, Admission	Fraser Litster		18/8/10
Sourcing and Services, Office	Lenka Bizdrová		23/8/10



Ing. Michal Bočan  
Managing Director\_Executive head  
Výkonný ředitel/Jednatel

Date/Datum: 26/8/10