

St Patrick's Catholic Primary School

Communicating effectively with each other

Policy produced by the school

Adopted by [Full Governing Body](#) -Academic year
2025/26

Review date- Academic year 2026/27

Communicating effectively with each other-Guidance for staff and parents

We value good communication between school, parents and the wider community. It is important to us and helps build a community of trust and understanding that is at the heart of a good school. If you would like to share something with us, our staff are always pleased to make time to speak with you face to face.

To speak to a teacher or the headteacher please call the school office to make an appointment. You can also speak directly to your child's class teacher after school every day to pass on a piece of information or book in a meeting.

Please don't simply approach teachers at the start of the day and expect a meeting then and there— they will be busy and there won't be the time to give you the attention that you require and we want to offer.

We don't use email for extended communications with parents or carers. If you do email us your concerns we will offer to meet with you face to face and not respond by e mail to the issues you raise. Email is a very blunt tool and it is hard to convey deeper meaning and understanding in words on a page. Good communication and understanding relies much more on body language, tone of voice and empathy than it does in simple words and we want our communication with you to be clear, open and honest and productive.

In common with most schools we do not consent to any conversations at school being recorded.

We will respond to most written communication within 10 days.