Communication Policy

SCHOOL

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POLICY

Headteacher	Chair of Governors	Review Dates
		Last Review: July 2021
Lisa Keighley	Philip Cavalier-Lumley	Next Review: July 2024

1. Policy

The policy of Blakehill Primary School is to ensure we communicate effectively with each other, with our pupils, with their parents and with other members of the wider school community.

To ensure that Communication is given a high profile throughout all aspects of the curriculum and is differentiated to meet the needs of all children according to their level of need.

2. Purpose

To ensure all pupils leave Blakehill Primary School as effective communicators.

To integrate ELKLAN principles and strategies throughout the whole school curriculum and environment.

To identify children with speech, language and communication m=needs (SLCN) as early as possible and to provide appropriate support and intervention as necessary.

3. Scope

All children and staff at Blakehill Primary School.

4. Principles

At Blakehill we use the following definitions:

Communication – the ability to say the right thing, at the right time, in the right way. It involves using speech and language skills to send the messages we want to send to others.

Speech – the ability to combine sounds together to say words.

Language – the ability to understand words and sentences so that we can follow what is being said to us. It involves organising our thoughts and ideas using appropriate vocabulary into grammatically correct sentences ready for talking.

Non-verbal communication (NVC) – the ability to understand and use gesture, body language, facial expression and to communicate your message.

SLCN encompasses the difficulties children may experience with all three areas of communication. Some children may only have difficulties in one area whilst others may have problems in all three.

5. Responsibilities

SENCO and Lead Teacher

The SENCO and Lead Communication Teacher have overall responsibility for co-ordinating and monitoring the communication provision happening within the school. They will report to the Head of School and Governors.

Blakehill Primary School is working towards becoming an accredited Communication Friendly School. A Lead Teacher and the SENCO have been fully trained in ELKLAN. They are responsible to ensure this policy is adhered.

Teaching Staff

All teachers' responsibility for developing communication within their classroom appropriate to the age and ability of the children they teach. They should:

- Identify children with specific communication needs as early as possible

- Put appropriate strategies and interventions in pace to address specific needs

- Make their classroom communication friendly through i=use of ELKLAN strategies.

Governing Body

The Governing Body are responsible to ensure this policy is followed and communicated effectively.

Headteacher

The Headteacher is responsible for communicating this policy and ensuring it is understood and adhered.

6. Procedures

Blakehill Primary School has communication strategies that are followed:

- Interaction – the interaction poster will be prominently displayed in all classrooms as a reminder of the Stop, Listen and Respond strategy.

- Thinking about vocabulary used in questioning – blank level questioning used throughout the curriculum.

- Extending vocabulary – a range of strategies to be used depending on the year group.

- Making it visual – Visual school rules and timetables are evident throughout the school. Other visual strategies will be used as appropriate.

All new staff will receive appropriate ELKLAN training as part of their Induction programme.

Specified training in communication will be provided to all staff. There will be regular training and inclusion on staff meeting agendas.

If a parent or member of staff has any concerns over a child's speech and language need, they should speak to either the class teacher of the SENCO representative in school. The SENCO will the make a referral to the Speech and Language Therapy service.

The parents of children prior to them joining the Reception unit, will be asked to complete a communication questionnaire to identify any potential concerns.

7. Monitoring and Review

This policy is reviewed every twelve months to ensure that it stays relevant and reflects the needs of the both staff and children.

8. Distribution

This policy will be available on the school website and from the School Business Manager.

9. Contacts

Please contact a member of the Governing body or the Headteacher if you require support or guidance on this policy.

10. Cross Referencing

This policy refers to the following other school policies:

Curriculum Policy

SEN Policy

Equalities Policy