



Communication Policy

Review Date: Spring 2022

Policy reviewed by Headteacher

January 2021.

Signed

A handwritten signature in black ink, appearing to read 'R Higgins', written in a cursive style.

Rob Higgins

Headteacher

THE BLUE COAT SCHOOL

Egerton Street, Oldham. OL1 3SQ

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1. Rationale:

- 1.1. Effective communication between home and school are a key part of ensuring that students enjoy school and make good progress. Through proactive engagement with parents and carers we seek to further improve our students' experience and progress.

2. Aim(s):

- 2.1. To ensure that parents/carers are kept up to date about their child's behaviour, progress, attendance and punctuality.
- 2.2. To enable a productive dialogue between home and school.
- 2.3. To keep parents/carers informed about the school and school events which may impact on them and/or their child.

3. How will we keep parents/carers informed?

- 3.1. MyEd: This is an app-based piece of software through which parents can access information on their child's attendance, punctuality and behaviour. This is also the platform the school uses to send letters and notifications that are pertinent to specific children. (For parents who have not/do not wish to register for MyEd these notifications are sent via email. MyEd also serves as the central portal for accessing Bloodle, Wisepay and the school website.
- 3.2. Bloodle: Our virtual learning environment (VLE) enables parents to view their child's timetable and any homework that has been set for them in any given period. It also offers a resourced course outline.
- 3.3. School Website: Our school website <http://www.blue-coat.oldham.sch.uk/> has a range of key information which includes upcoming school events; school and trust policies; school terms times.
- 3.4. Headteacher's Newsletter: Each half-term the Headteacher, Mr Higgins, will send his newsletter to parents/carers. The newsletter will update parents on key school issues in addition to keeping them abreast of the activities and events which have been taking place in school during that period.
- 3.5. School Reports: Parents will receive a report 3 times per year in Key Stage 4 and 5, and 2 times per year in Key Stage 3. This summative report will contain information on their child's academic progress and/or their behaviour and effort in school.
- 3.6. Parents' Evenings: During each academic year parents/carers will be invited to attend a parent consultation evening. This is an opportunity for parents/carers to have a

dialogue with teaching staff regarding the progress and attitudes to learning of their child.

- 3.7. Parents' Information Evening: Early in the academic year, parents/carers will be invited to attend an information evening. This is an opportunity for parents/carers to hear the key information for the Year group.
- 3.8. The format of parent's evenings has been tailored to the needs of each year group as follows:
 - 3.8.1. Years 7/8: Parents and carers will have one extended appointment (15 minutes) with their child's form tutor, director of learning or a member of the senior leadership team. This member of staff will give holistic feedback on progress, attitudes to learning, learning behaviours.
 - 3.8.2. Year 9/10/11/12/13: Parents and carers will have the opportunity to make appointments with subject staff. These will be shorter appointments (typically 5 minutes) in which progress and attitudes to learning within each subject area will be discussed.
- 3.9. Telephone/Email: Should there be any issues arising during the academic year school may contact parents/carers via email or telephone. We encourage our staff to be proactive and contact parents should they need to discuss any issue regarding a student at the earliest possible opportunity.

4. What should parents/carers do if they need to contact school?

- 4.1. Where parents/carers have a question or a concern we would always encourage that they get in touch with us as soon as possible. Currently this can be done via email or by telephone.
- 4.2. On occasion it may be that parents/carers need some advice on who is the best person to direct their enquiry to. For help with this please refer to our '**Key Contacts Guide**'.

4.3. Email

- 4.3.1. To contact a member of staff via email you should email should be sent to: studentservices@blue-coat.org clearly identifying which member of staff it is for the attention of and what the email is regarding in the subject line e.g. **FAO: Mr Smith RE: English Report for Sally Jones (7BH)**.

- 4.3.2. A confirmation email will be sent to acknowledge receipt of the email.

4.3.3. Emails will be passed to the appropriate member(s) of staff. They will respond as soon as possible and ideally the same day. However other commitments may mean this is not possible. Our expectation is that under normal circumstances all emails would receive a response within **two working days**.

4.3.4. Staff may respond via telephone to resolve issues more efficiently.

4.4. Telephone

4.4.1. Parents/carers may also choose to contact staff via telephone. To do this parents/carers should use the main school number **0161 624 1484**.

4.4.2. Our reception staff will direct your call to the most appropriate member of staff. If the staff member required is not available there will be the option of leaving a message.

4.4.3. As with email, staff will respond as soon as possible and ideally the same day. However other commitments may mean this is not possible. Our expectation is that under normal circumstances all telephone calls would be receive a response within **two working days**.

4.4.4. Members of staff will attempt to contact the parent/carer who initiated the phone contact, unless otherwise requested.

4.4.1. Parents/carers will be contacted via their mobile phone number if one is available or their home phone number. If a different contact number is more convenient this should be left as part of the message to staff.

4.4.2. Where members of staff attempt to ring parents/carers but are unable to make contact they will leave an answerphone message where there is the facility to do so.

4.4.3. Where staff members have tried to contact parents on two separate occasions, they will leave a message requesting parents/carers return their call at their earliest convenience.

5. 'Key Contacts Guide'

5.1 General Enquiries:

For most queries the most appropriate person to contact is your Child's **Form Tutor**.

Form Tutors have a crucial role at Blue Coat and maintain an overview of each of their tutees across school. They will be able to give further information about the following:

- Attitudes to learning
- Behaviour and Conduct
- Overall progress

They will also work to ensure that their tutees are happy and engaged in everything Blue Coat has to offer.

For issues of a more serious or complicated nature form tutors will work with the **Director of Learning** for their year group.

Form Tutors and Directors of Learning for the academic year 2020-2021 are below:

YEAR 7								
DIRECTOR OF LEARNING: MISS J ROTHWELL								
B	H	BH	L	M	LM	R	W	RW
Mr N Venables	Ms A Zaman	Miss H Carroll	Miss D Brown	Mr J Talbot	Mr N Newson & Dr E Papaleo	Mr A Bhula & Miss C Quinn	Miss M Bratton	Miss E Carley
YEAR 8								
ASSOCIATE DIRECTORS OF LEARNING: MISS H ROBINSON & MR C REECE								
B	H	BH	L	M	LM	R	W	RW
Mr A Brough	Mrs K Parker	Mr R Wylie	Mr P Briggs	Mrs C Woodward	Miss C Fisher	Mrs J Roberts	Mr M Kelly	Mrs J Ball
YEAR 9								
DIRECTOR OF LEARNING: MR R CLEWER								
B	H	BH	L	M	LM	R	W	RW
Miss N Ross	Miss A Morris	Ms J Goddard	Miss R Wild	Miss R Dunn	Mrs K Rutherford	Mr M Price	Miss R George	Mr A Vandenburg
YEAR 10								
DIRECTOR OF LEARNING: MR J THOMPSON								
B	H	BH	L	M	LM	R	W	RW
Mr S Scorey	Miss M Clark	Miss E Bezer & Mr D Ruy Pereira	Mrs G Duffy	Miss S Cockroft	Mr A Javad	Miss S Howarth	Mr L Clough	Miss M Smith
YEAR 11								
DIRECTOR OF LEARNING: MISS S COLEMAN								
B	H	BH	L	M	LM	R	W	RW
Mrs V English	Mr A Mkandawire	Miss K Gray & Mrs J Theissen-White	Mrs F Frazer-Davies & Dr M Smith	Mr J Rankin	Miss C Jones & Miss S Young	Mrs S McGinn	Mr P O'Connor	Mr D Murphy
HEAD OF SIXTH FORM: MRS S DEVINE								

YEAR 12							
DIRECTOR OF LEARNING: MISS L RICHARDSON							
12AKN	12EPR	12COL	12HTA	12AHA	12PCA	12JSA	12SOW
Mrs A Knott	Mrs E Prince	Mrs C Oles & Miss S Hennessy	Miss H Taylor	Mr A Hayat	Mr P Cass	Mrs J Sayer	Ms H Savazzi
YEAR 13							
DIRECTOR OF LEARNING: MISS H ELLIOTT							
13ABL	13CCL	13JCA	13JSI	13SLI	13ELA	13LBL	13NWO
Miss A Blything	Mrs C Clewer	Mr J Casey	Dr J Silversides	Mr S Lightfoot	Dr E Lawson	Mrs L Blomeley	Miss N Wood

5.2 Subject Specific Enquiries:

If your query is about a specific subject area the best point of contact is your child's **subject teacher**.

For issues of a more serious or complicated nature subject teachers will work with the **Head of Department** for their subject area.

Below is a list of teaching staff and Heads of Department for each subject area for the academic year 2020-2021

ART	
Miss N Clark	Head of Art
Mrs C Waterhouse	Teacher of Art
Miss C Fisher	Teacher of Art
Mrs A Lawson	Teacher of Textiles
Miss J Goddard	Teacher of Art
Miss R George	Teacher of Textiles
DESIGN & TECHNOLOGY	
Mr P Briggs	Head of Design & Technology
Mrs K Parker	Teacher of Design & Technology
Miss K Ball	Teacher of Food Technology
Mrs R Cotton	Teacher of Design & Technology

Mrs G Duffy	Teacher of Food Technology
Mr A Shakir	Teacher of Design & Technology
DRAMA	
Miss M Smith	Head of Drama
Miss C Jones	Teacher of Drama

ENGLISH	
Mrs H Howell	Head of English
Miss R Wild	2 i/c of English
Mr P O'Connor	3 i/c of English
Mrs V Thompson-Boyle	Teacher of English/Deputy Headteacher
Mrs E Perry	Teacher of English
Miss J Rothwell	Teacher of English/Director of Learning: Year 7
Mr A Vandenburg	Teacher of English
Miss S Howarth	Teacher of English
Mrs J Sayer	Teacher of English
Mr A Javad	Teacher of English
Ms A Zaman	Teacher of English
Mrs M Kirkham	Teacher of English
Mr K Bourne	Teacher of English/Assistant Headteacher
Ms H Savazzi	Teacher of English
GEOGRAPHY	
Mr N Venables	Head of Geography
Ms S Sinfield	Teacher of Geography
Miss M Clark	Teacher of Geography
Miss K Gray	Teacher of Geography
HISTORY	
Mrs L Blomeley	Head of History
Mr T Brough	Teacher of History
Miss E Bezer	Teacher of History
Mr L Clough	Teacher of History

Dr M Smith	Teacher of History
IT / ECONOMICS/ BUSINESS STUDIES	
Mr S Lightfoot	Head of ICT Business & Media
Mrs C Clewer	2i/c of Communications & Marketing/Teacher of ICT
Mr A Ballantyne	Teacher of ICT/Assistant Headteacher
Mr A Mkandawire	Head of Computing/Teacher of ICT
Mr R Clewer	Teacher of ICT/Director of Learning: Year 9

MATHEMATICS	
Miss A Blything	Head of Mathematics
Mr D Murphy	2i/c of Mathematics
Mr J Rankin	3i/c of Mathematics (KS3)
Mrs E Prince	3i/c of Mathematics (KS5)
Mr C Webb	Teacher of Mathematics/Assistant Headteacher
Mrs R Beale	Teacher of Mathematics/Assistant Headteacher
Mrs K Rutherford	Teacher of Mathematics
Miss R Dunn	Teacher of Mathematics
Mr A Hayat	Teacher of Mathematics
Miss J Clark	Teacher of Mathematics
Miss J Talbot	Teacher of Mathematics
Mrs J Ball	Teacher of Mathematics
Miss D Brown	Teacher of Mathematics
Mr J Talbot	Teacher of Mathematics
Miss C Quinn	Teacher of Mathematics
Miss S Hennessy	Teacher of Mathematics
MODERN LANGUAGES	
Mrs A Knott	Head of Modern Languages
Mrs C Woodward	Head of German/ Teacher of Modern Languages
Miss A Moverley	Teacher of Modern Languages /Assistant Headteacher
Miss J Theissen-White	Teacher of Modern Languages
Mrs V English	Teacher of Modern Languages
Miss S Cockroft	Teacher of Modern Languages

Miss E Carley	Teacher of Modern Languages
Mr S Scorey	Teacher of Modern Languages
MUSIC	
Mr N Hewson	Head of Music
Mrs J Roberts	Teacher of Music
PHYSICAL EDUCATION	
Miss M Bratton	Head of Physical Education
Mr C Reece	2i/c of Physical Education (Boys)/Associate Director of Learning: Year 8
Mr J Thompson	Teacher of Physical Education/Director of Learning: Year 10
Miss J Curley	Teacher of Physical Education/Pupil Premium Progress Lead
Mr D Kelly	Teacher of Physical Education/Assistant Headteacher
Miss H Carroll	Teacher of Physical Education
Mr R Wylie	Teacher of Physical Education

RELIGIOUS STUDIES	
Mrs L Almond	Head of Religious Studies
Mrs F Frazer-Davies	2i/c of Religious Studies
Miss S Young	Teacher of Religious Studies
Mrs K Dallender	Teacher of Religious Studies/Assistant Headteacher
Mrs C Atherton	Teacher of Religious Studies
Mrs L Underwood	Teacher of Religious Studies/SENCO
Miss H Robinson	Teacher of Religious Studies/Assistant SENDCO/Associate Director of Learning: Year 8
Miss A Morris	Teacher of Religious Studies
SCIENCE	
Mrs C Oles	Head of Science
Mrs C Walker	2i/c of Science
Dr E Lawson	Head of Biology
Dr J Silversides	Head of Chemistry
Mr P Cass	Head of Physics

Mrs J Tipler	Teacher of Science/Deputy Headteacher
Mr R Ford	Teacher of Science
Miss H Elliott	Teacher of Science/Director of Learning: Year 13
Ms J Ormisher	Teacher of Science
Mr A Bhula	i/c of Applied Science
Miss L Berry	Teacher of Science
Miss N Wood	Teacher of Science
Mr M Price	Teacher of Science
Mr M Kelly	Teacher of Science
Dr E Papaleo	Teacher of Science
Dr S Owen	KS3 Science Lead/Teacher of Science
Mr D Ruy Pereira	Teacher of Science
Miss N Ross	Teacher of Science
Mrs S McGinn	Teacher of Science

SOCIAL SCIENCE	
Miss H Taylor	Head of Social Science
Mr J Casey	2 i/c of Social Science
Mrs S Devine	Teacher of Social Science/Head of Sixth Form
Miss S Coleman	Teacher of Social Science/Director of Learning: Year 11
Ms A Ash	Teacher of Social Science/Deputy Headteacher
Miss K Henshall	Teacher of Social Science/SCITT Recruitment Lead
Miss L Richardson	Teacher of Social Science/Director of Learning: Year 12

5.3 Attendance Enquiries:

For any queries around attendance please contact **Mrs Henry** who is our **Attendance Officer**. She can be contacted via telephone 0161 6241484 or via email attendance@blue-coat.org.

5.4 Safeguarding Enquires/Concerns:

If you have any concerns with regards to safeguarding or the welfare of your child or a child who attends the Blue Coat School please contact **Mrs Ryan** who is our **Safeguarding Officer**. She can be contacted via telephone 0161 6241484 or via email safeguarding@blue-coat.org

5.5 Examinations:

If you have any concerns with regards to examinations, please contact **Mrs Haynes** who is our **Exams Officer**. She can be contacted via telephone 0161 6241484 or via email exams@Blue-Coat.org

5.6 Contacting members of the Senior Leadership Team:

In exceptional circumstances, you may feel it necessary to contact a member of the Senior Leadership team.

This would be in the event of a very serious incident in school or in the highly unlikely event that other staff members and school leaders have been unable to resolve your query/concerns satisfactorily.

To this this via telephone please call 0161 6241484 or using the email secretary@blue-coat.org.

Below is a list of the Senior Leadership Team for the academic Year 2020-2021. Your call/email will be directed to the most appropriate member of the team.

Senior Leadership Team	
Mr R Higgins	Headteacher
Mrs T Thompson-Boyle	Deputy Headteacher/SLE
Ms A Ash	Deputy Headteacher
Mrs J Tipler	Deputy Headteacher- Director of 6th Form
Mr A J Ballantyne	Assistant Headteacher/SLE
Mrs R Beale	Assistant Headteacher- Director of KS4
Mrs K Dallender	Assistant Headteacher - School Improvement & CPD/SLE
Mr K Bourne	Assistant Headteacher- Achievement for All
Mr D Kelly	Assistant Headteacher- Director of KS3
Mr C Webb	Assistant Headteacher- Teaching & Learning/SLE
Miss A Moverley	Assistant Headteacher – SCITT Course Leader

Please note that during the school holidays that emails will not be monitored with the same frequency as during term time. Therefore, if you have any urgent enquiries please contact the school via 0161 624 1484.