



Communication Policy

Review Date: Spring 2023

Policy approved by	Local Governing Committee
Date Approved by LGC	27 th March 2023
Next Review Date	Spring 2024

THE BLUE COAT SCHOOL Egerton

Street, Oldham. OL1 3SQ

Contents

1. Rationale:	3
2. Aim(s):	3
3. How will we keep parents/carers informed?.....	3
4. What should parents/carers do if they need to contact school?	4
5. Enquiries and Key Contacts Guide:	6
5.1 General Enquiries.....	6
5.2 Subject Specific Enquiries:	7
5.3 Attendance Enquiries:	10
5.4 Safeguarding Enquires/Concerns:	10
5.5 Examinations:.....	10

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. This summative report will contain information on their child's academic progress and/or their Attitude to Learning in school.
- 3.6. Parents' Evenings: During each academic year parents/carers will be invited to attend two parent consultation evenings (one with their child's form tutor and one with their subject teachers). 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, either online or in person. 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 the students as follows:
- 3.8.1. **Form Tutor Parents' Evening:** Parents and carers will have the opportunity to make an appointment with their child's Form Tutor. This will be a short appointment (typically 5 minutes) in which the child's Form Tutor will give holistic feedback on progress, attitudes to learning and learning behaviours.
- 3.8.2. **Subject Teacher Parents' Evening:** Parents and carers will have the opportunity to make appointments with subject staff. These will be short 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 your 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. Enquiries and 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 2022-2023 are below:

THE BLUE COAT SCHOOL TUTOR GROUPS 2022-2023									
	MR R HIGGINS (RHI) - HEADTEACHER								
DEPUTIES	MISS F McMAHON (FMC)			MRS V THOMPSON-BOYLE (VTH)			MRS J TIPLER (JTI)		
ASSISTANT HEADS	MR A BALLANTYNE (ABA)			MISS J BARNES (JBR)			MR K BOURNE (KBO)		
	MRS L UNDERWOOD (LUN)			MR D KELLY (DKE)			MISS A MOVERLEY (AMO)		
	BIRLEY HALL			LORD MOTHERSILL			ROUNTREE WRIGLEY		
YEAR 7	DIRECTOR OF LEARNING YEAR 7 - MR C REECE (CRE)								
	B	SSO	HE21	L	PSL	HE22	R	SHO (RBR)	MM24
	H	MCL	AK11	M	KTH	BC03	W	ECL	HS11
	BH	LCA	AK02	LM	AJA & NMC	MM14	RW	LJO	AK23
	YEAR 7 TEAM - SCO								
YEAR 8	DIRECTOR OF LEARNING YEAR 8 - MR L CLOUGH (LCL)								
	B	VEN & CPE	HE24	L	MSC (CDA)	BC13	R	CQU	BC14
	H	SKA	AK03	M	JRA	BC07	W	KKU	AK12
	BH	SWA	AK21	LM	CWA & MAI	PS11	RW	DMU	BC15
	YEAR 8 TEAM - JCL								
YEAR 9	DIRECTOR OF LEARNING YEAR 9 - MRS B POPPLETON (BPO)								
	B	NVE	AK14	L	DBR (RBU)	BC12	R	ABH	LE14
	H	AZA	MM22	M	JTL	BC02	W	MJA & CGE	BC11
	BH	HSK	HS12	LM	NHE & SMG	HS01	RW	JWY	AK01
	YEAR 9 TEAM - CAT								

YEAR 10	DIRECTOR OF LEARNING YEAR 10 - MR C BARNES (CBR)									
	B	AMK (SYA)	GT12	L	PBR (GTW)	LE05	R	JRO	HS02	
	H	KPA	LE02	M	KMA	AK04	W	JWL	PS25	
	BH	RWY	BC16	LM	CFI & CHI	LE23	RW	JBA	BC06	
YEAR 10 TEAM - CWT										
YEAR 11	DIRECTOR OF LEARNING YEAR 11 - MR J THOMPSON (JTO)									
	B	NCL (ZLO)	LE22	L	RCL	GT03	R	MPR	PS14	
	H	MIQ	LE06	M	RDU	MM03	W	RCO	LE03	
	BH	JGD	LE01	LM	MST	AK22	RW	AVA	MM23	
YEAR 11 TEAM - JTH, LBE										
HEAD OF SIXTH FORM - MISS J BARNES (JBR)										
YEAR 12	6TH FORM	DIRECTOR OF LEARNING YEAR 12 - MISS H ELLIOTT (HEL)								
		12AKN	AKN	AK24	12POC	POC	MM01	12MMS	MMS	HE26
		12EPR	EPR	BC17	12SHE	SHE	BC01	12HSA	HSA	MM11
YEAR 13	6TH FORM	DIRECTOR OF LEARNING YEAR 13 - MISS L RICHARDSON (LRI)								
		12HAN	HAN	PS12	12PCA	PCA & EYO	LE11			
		13SOW	SOW	PS24	13JSI	JSI	PS15	13HTA	HTA	BC04
		YEAR 12/13 TEAM - JOR, SYO								
		Sixth Form Progress Tutors: AHA, SSI								
		PUPIL CHAMPION								
		EPE								
		SCHOOL CHAPLAIN - MR R FORD (RFO)								
CAREER GUIDANCE SERVICE PA - MR H LARKIN (HLA)										

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 2022-2023

ENGLISH	Mrs H Howell	Director of English / SLE
	Mr P O'Connor	2 i/c for English / SLE
	Mr A Javed	3 i/c for English
	Mrs V Thompson-Boyle	Teacher of English / Deputy Headteacher / SLE
	Mrs E Perry	Teacher of English / Pupil Champion

	Miss J Rothwell	Teacher of English / Director of Learning: Year 7
	Mr A Vandenburg	KS4 English Lead
	Miss S Howarth	Teacher of English
	Mrs J Sayer	Teacher of English
	Ms A Zaman	Teacher of English
	Mrs M Kirkham	Teacher of English / Director of ITT & ECF - Curriculum & Pedagogy / SLE
	Mr K Bourne	Teacher of English / Assistant Headteacher - Director of KS4
	Ms H Savazzi	Teacher of English
	Miss N McGeown	Teacher of English
MATHS	Miss A Blything	Associate Assistant Headteacher - Curriculum Development / Director of Mathematics / SLE
	Mr D Murphy	2i/c for Mathematics / SLE
	Mr J Rankin	3/ic (Joint) for Mathematics (KS3)
	Mrs E Prince	3i/c (Joint) for Mathematics (KS5 & ITE)
	Mr C Webb	Teacher of Mathematics / Assistant Headteacher- Teaching & Learning/SLE
	Miss R Dunn	Teacher of Mathematics
	Mr A Hayat	Teacher of Mathematics / 6th Form Progress Tutor
	Miss J Clark	Teacher of Mathematics
	Miss J Talbot	Teacher of Mathematics
	Mrs J Ball	Teacher of Mathematics
	Miss D Brown	Teacher of Mathematics / Director of SMSC
	Mr J Talbot	Teacher of Mathematics
	Miss C Quinn	Teacher of Mathematics
	Miss S Hennessy	Teacher of Mathematics
SCIENCE	Miss J Barnes	Teacher of Mathematics / Assistant Headteacher - Head of Sixth Form
	Mrs C Walker	2i/c for Science / SLE
	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 - Director of Sixth Form
	Mr R Ford	Teacher of Science / School Chaplain
	Miss H Elliott	Teacher of Science / Director of Learning: Year 12
	Ms J Ormisher	Teacher of Science
	Mr A Bhula	Lead for Applied Science
	Miss L Berry	Teacher of Science
	Mr M Price	Teacher of Science
	Dr S Owen	KS4 Combined Science Lead
	Miss N Ross	Teacher of Science
	Mr D Hill	Teacher of Science
	Mrs S McGinn	Teacher of Science
	Dr J Walding	Teacher of Science
Miss H Arnold	Teacher of Science	

	Miss M Ali	Teacher of Science
	Miss E Young	Teacher of Science
RELIGIOUS STUDIES	Mrs S Khaliq	Head of Religious Studies
	Mrs F Frazer-Davies	Teacher of Religious Studies / 2i/c / Oxbridge Tutor / SLE
	Miss S Young	Teacher of Religious Studies
	Mrs C Atherton	Teacher of Religious Studies /SLE
	Mrs L Underwood	Teacher of Religious Studies / Assistant Headteacher - Achievement for All / SENDCO
	Miss J Wyatt	Teacher of Religious Studies
	Miss K Marshall	KS5 Lead for Religious Studies
	Miss L Cassinelli	Teacher of Religious Studies
	PHYSICAL EDUCATION	Mrs M Jacotine
Mr C Reece		Teacher of PE / Director of Learning: Year 7
Mr J Thompson		Teacher of PE / Director of Learning: Year 11
Miss J Curley		Teacher of PE / Director of Learning: Pupil Premium Progress Lead/SLE
Mr D Kelly		Teacher of PE / Assistant Headteacher - Director of KS3
Mrs H Skinley		Teacher of PE
Mr R Wylie		Teacher of PE / Leader of Boys PE
Mrs B Poppleton		Teacher of PE / Director of Learning: Year 9
GEOGRAPHY	Mr N Venables-Greaves	Head of Geography / SLE
	Ms S Sinfield	Teacher of Geography / 6th Form Progress Tutor/SLE
	Miss M Clark	Teacher of Geography
	Mr K Kuunal	Teacher of Geography
HISTORY	Mrs L Blomeley	Associate Assistant Headteacher - Curriculum Development / Head of History / SLE
	Mr L Clough	Teacher of History / Director of Learning: Year 8
	Dr M Smith	Teacher of History
	Mrs S Walker	Teacher of History
	Mrs L Jones	Teacher of History
SOCIAL SCIENCE	Miss H Taylor	Head of Social Science
	Mr J Casey	2i/c Social Science
	Miss K Henshall	Teacher of Social Science / SCITT Recruitment Lead/ SLE
	Miss L Richardson	Teacher of Social Science / Director of Learning: Year 13
	Mr M Scott	Teacher of Social Science / Subject Lead Citizenship
	Miss E Clark	Teacher of Social Science
IT / ECONOMICS/ BUSINESS STUDIES	Mr S Lightfoot	Head ICT, Business & Media
	Mrs C Clewer	2i/c/ i/c Communications & Marketing/SLE
	Mr A Ballantyne	Teacher of Computing / Assistant Headteacher / SLE
	Mr A Mkandawire	Head of Computing
	Mr R Clewer	Teacher of Computing
	Mr C Barnes	Teacher of Computing / Director of Learning: Year 10

MODERN LANGUAGES	Mrs A Knott	Head of Modern Languages / SLE
	Mrs M Massey	Head of German
	Miss A Moverley	Teacher of Modern Languages / Assistant Headteacher - SCITT Course Leader
	Mrs J Theissen- White	Teacher of Modern Languages
	Mrs V English	Teacher of Modern Languages
	Miss S Cockroft	Teacher of Modern Languages / Director of Well-being
	Mr S Scorey	Teacher of Modern Languages
	Mr P Sledge	Teacher of Modern Languages
	Miss C Perrott	Teacher of Modern Languages
DESIGN & TECHNOLOGY	Mr P Briggs	Head of Design & Technology / SLE
	Mrs K Parker	Teacher of Design & Technology
	Mrs R Cotton	Teacher of Design & Technology
	Mrs M Iqbal	Teacher of Food Technology
DRAMA	Mrs M Skinner	Head of Drama
	Miss K Thomasson	Acting Head of Drama
	Mr C Green	Teacher of Drama
MUSIC	Mr N Hewson	Head of Music / ITT Professional Mentor / SLE
	Mrs J Roberts	Teacher of Music
	Mr J Fieldhouse	Teacher of Music
	Miss F McMahon	Teacher of Music and Drama / Deputy Headteacher
ART	Miss N Clark	Head of Art / SLE
	Mrs C Waterhouse	Teacher of Art
	Miss C Fisher	Teacher of Art / SLE
	Miss C Hilton	Teacher of Textiles
	Miss J Goddard	Teacher of Art and Photography

5.3 Attendance Enquiries:

For any queries around attendance please contact **Mrs Henry** who is our **Attendance Officer**. She can be contacted via telephone on 0161 6241484 or via email studentservices@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 or Miss Ahmed** who are our **Safeguarding Officers**. She can be contacted via telephone 0161 6241484 or via email at 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 on 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 do 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 2022-2023. 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
Miss F McMahon	Deputy Headteacher
Mrs J Tipler	Deputy Headteacher - Director of 6th Form
Mr D Kelly	Assistant Headteacher - Director of KS3
Mr K Bourne	Assistant Headteacher - Director of KS4
Miss J Barnes	Assistant Headteacher - Director of KS5
Mr L Underwood	Assistant Headteacher - Achievement for All
Mr A Ballantyne	Assistant Headteacher/SLE
Mr C Webb	Assistant Headteacher - Teaching & Learning/SLE
Miss A Moverley	Assistant Headteacher - SCITT Course Leader
Miss A Blything	Assistant Headteacher - STEM

Please note that during the school holidays 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.