

## Overstone Combined School Communication Plan

				Autumn term				Spring term			Summer term			
Audience	Activity	Channel	Frequency	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	July
Pupils	Assembly	Face to face	Daily											
	Separate infant/junior assemblies	Face to face	Weekly	xxxx	xxxx	xxxx	xxxx	xxxx	xxxx	xxxx	xxxx	xxxx	xxxx	xxx
	Celebration assembly	Face to face	Half-termly		x		x		x	x		x		x
	Sepecial infant assemblies with visitors	Face to face	Termly	X				X			X			
	Pupil-teacher discussion	Face to face	Daily											
	PTA activities: Year set discos	Event	Yearly							X				X
	Leavers lunch	Event	Yearly											X
	Certificates -Times table	Print	Weekly	xxxx	xxxx	xxxx	xxxx	xxxx	xxxx	xxxx	xxxx	xxxx	xxxx	xxx
	Certificates -Behaviour	Print	Weekly	xxxx	xxxx	xxxx	xxxx	xxxx	xxxx	xxxx	xxxx	xxxx	xxxx	xxx
	Awards-Merit	Print	Weekly	xxxx	xxxx	xxxx	xxxx	xxxx	xxxx	xxxx	xxxx	xxxx	xxxx	xxx
	Awards -Improvement	Print	Half-termly		x	x		x		x		x	x	
	Awards -Citizenship	Print	Half-termly		x	x		x		x		x	x	
	Awards -Governor	Print	Yearly											X
	School council	Meeting	Two-weekly	x x	x x	x x	x x	x x	x x	x x	x x	x x	x x	x x
Parents/ guardians	Meet the teacher	Face to face/event	Yearly	X										
	Year book	Print/online	Yearly	Print										
	Special assemblies	Event	Yearly		Harvest festival									
	Breakfast activities	PTA Event	Termly		X				X	Music				
	Open mornings/events	Event	Termly		X					X				
	Open classrooms inc. feedback forms	Event	Half-termly		X			X						
	Parents evenings/consultations	Face-to-face	Termly			x				x				x
	Annual report	Print/online	Yearly											X
	Concerts & productions	Event	Termly				x				x			Leavers
	Sports days	Event	Yearly										X	X
	School newsletter	Email/online/print	Monthly	x	x	x	x	x	x	x	x	x	x	x
	Nursery, Reception & KS1 newsletter	Email/online/print	Weekly	xxxx	xxxx	xxxx	xxxx	xxxx	xxxx	xxxx	xxxx	xxxx	xxxx	xxx
	KS2 newsletter	Email/online/print	Half-termly		x	x		x		x		x	x	
	PTA supported activities eg Mothers/fathers day	Email/online/print	As required											
	Bits and pieces	Email/online	Weekly	xxxx	xxxx	xxxx	xxxx	xxxx	xxxx	xxxx	xxxx	xxxx	xxxx	xxx
	Homework	Online	Weekly	xxxx	xxxx	xxxx	xxxx	xxxx	xxxx	xxxx	xxxx	xxxx	xxxx	xxx
	Curriculum	Online	Ongoing											
	Governor newsletter	Email/online	Termly				x			x			x	
	Annual school survey and letter with results	Email/online	Yearly						survey			letter		
	Transfer test briefing	Event	Yearly											X
	Ad hoc surveys	Email/online	As required											
	Ofsted letter	Email/online	As required											
Community	Harvest festival distribution	Event	Yearly		X									
	PTA activities	Events	Yearly			Fireworks							Fete	
	Christmas church service	Event	Yearly				X							
	Senior Citizens Tea Party	Event	Yearly								X			
	Website	Online	Ongoing											
	What's on in Wing	Print	Monthly	x	x	x	x	x	x	x	x	x	x	x
	Local newspapers	Email/print	Weekly	xxxx	xxxx	xxxx	xxxx	xxxx	xxxx	xxxx	xxxx	xxxx	xxxx	xxx
	Open evening and community information fair	Event	Yearly										X	
	Pupil performance data	Online	Yearly			X								