

Secondary communication concept – Schuldorf Bergstrasse.

Communication options:

School ➡ Students / Students ➡ School

**Microsoft Teams** is used in **Y5-Y10** as the main option for communicating work tasks and the ‘assignments’ section within each class’ subject channel is an important route for receiving work and providing feedback. In addition, other functions on Teams can be used where appropriate.

The group channel function is used for clarifying general information and reminders for a whole class.

Additional Teams can be set up outside the normal subject ‘Team’ and specific interest groups can be formed (eg. vertical grouping for German, festival organisation groups)

**Managebac** is used in **Y11/Y12**

Communication between teachers and students also happens through school **Outlook** email addresses in the diploma years.

The relevant sections of the **Schuldorf website** convey important information and policies on issues such as: subject choice, application procedures/entrance requirements, school policies and guidance on careers advice and application to Higher education.

All assignments can be sent via Teams or Managebac to these students. This arrangement also applies for students who are not in school due to quarantine or risk group issues. Where necessary, a teacher may offer individual audio Teams calls or phone calls to clarify tasks set.

## School → Parents

Class teachers can communicate general message concerning their groups directly with the class parent representatives. The relevant member of the Secondary Leadership must be informed about significant messages concerning trips or class routines prior to sending.

Messages related to school organisation or events and holidays will be communicated to the appropriate group of parents via email. In some cases, urgent messages from the Leadership Team may need to be sent to the parent representatives for forwarding to parents within a year group.

Parents can be contacted individually via outlook or phone call.

End of semester newsletters and other significant messages for the whole Secondary community will be published on the Schuldorf website.

## Parents → School

Phone calls from parents can be arranged if necessary. Parents are invited into school to discuss issues if space can be arranged during a pandemic situation.

## Teachers → Teachers

### How do teacher meetings take place?

In circumstances where school meetings cannot be arranged, Teams or Zoom meetings can be arranged for curriculum/department development work. Any meeting related to student attainment and progress (for individuals or teaching groups) must take place either in school or via Big Blue Button.

This document can be amended and revised in subsequent Secondary staff meetings.

Secondary Leadership: Team March 2022