

Newsletter Consultation Action Plan

What parents would like	Our action / response	Can we do this?	Reason / notes
Learning and experiences More photos from lessons, trips and school events.	We will ask staff to provide a short summary after each trip, together with a suitable photo of the venue or activity where possible. We will also ask our groups of children (school council, wellbeing warriors, house leaders etc) to provide a short summary after a meeting.	Partly	A number of families have not provided consent for their child to appear in photographs. Checking consent for every image is time-consuming, so we cannot guarantee that photographs of pupils will always be included.
Achievements Greater celebration of children's achievements.	We will include the names of children who receive a Certificate of Achievement in Friday's celebration assembly.	Yes	
Dates and notice Earlier notice of events and advance termly calendars where possible.	We will include diary dates for the current term and the following term wherever possible.	Yes	Some dates may still be subject to change or confirmed at shorter notice.
Clarity Clearly highlight any action parents need to take.	Any action required from parents or carers will be clearly highlighted in a different colour.	Yes	
Clarity Include fuller details in the first communication, particularly for theme days, special events and non-uniform days.	Key information about theme days, special events and non-uniform days will be moved towards the beginning of the newsletter so it is easier to find.	Yes	
Format Use a shorter, consistent and mobile-friendly format with plain language.	We will continue to keep the newsletter as concise, consistent and clearly written as possible.	Partly	We can improve the length, consistency and clarity; however, the mobile display is limited by the functionality of our current systems.
Communication channels Use one main communication platform, with Bromcom/MCAS as the central source of information.	We will continue to send the newsletter through Bromcom by email, with a link to the full newsletter.	Yes	This ensures Bromcom remains the main channel for distributing the newsletter.
Sharing Use social media or class representatives for reminders while keeping the main information in one place.	We will keep official reminders and information within the school's established communication channels.	No	We do not want to place additional responsibility on class representatives or create an unofficial two-way communication channel that the school cannot oversee.
Accessibility Provide printed copies for families who need them.	Printed copies will continue to be available on request. Hard copies of school letters are also kept in the school office.	Yes	
Community Include GVSA fundraising news and upcoming events.	We will continue to highlight relevant GVSA events and fundraising updates in the newsletter.	Partly	A dedicated GVSA section may not appear every week because GVSA communications are issued separately each Thursday.