

Merchant Taylors' School

COMMUNICATIONS POLICY

Policy Custodian: Deputy Head Information Systems

Approving Body: MTS Senior Leadership Team

Approved: June 2023

MTS greatly values its links with the parents of all our pupils and draws much of its success from the partnership it has established with parents to support our students.

Communication regarding the School's Promoting Good Behaviour policy

The communication of sanctions and rewards to parents is as follows:

Gold Notes, Commendations and Distinctions are communicated to pupils and their parents automatically through ISAMS (the School Information Management System) when they are issued in the system.

Minor infringements of the School Rules and Regulations are recorded as Demerits and/or Sectional Sanctions.

Appendix 1: School Communication

Details of public exam results publication

Summer Term

Upper Sixth Form

Examinations

Examinations Officer

Details of Start of Terms and Exam Dates

Termly

All

Timetable

Exceptional changes to the timing of the school day	As required	All	Timetable	Deputy Head Information
Exceptional early morning events e.g. Sports Scholars	Ongoing	All	Various (e.g. CCF, Drama, Music, Sports)	Teacher leading the event
Fifth Form Book Returns	June	Fifth form	Academic	Head of Middle School
Friends' Events Including Used Uniform Shop	Ongoing	All	Friends of MTS	Leader of relevant Friends' Group, Deputy Head Information
Future School Trips	Summer Term	All except U6th Leavers	Trips and Visits	Senior Master
Gold notes, Commendations, Distinctions, Demerits	Ongoing	All	Academic	Director of Studies
Head Master Q & A Sessions	One per section per year	All	General	HM's PA
Induction days for new pupils	June	New Third Form	Admissions	

Welcome to MTS Sport	Summer Term	New Fourth Form	Sport	Director of Sport
Welcome to MTS Sport	Summer Term	New Lower Sixth Form	Sport	Director of Sport
Welcome to MTS Sport	Summer Term	New Third Form	Sport	Director of Sport
Work Experience Letter & Programme	Summer Term	All except U6th Leavers	Careers	Head of Careers