

## Forest School Communication Strategy

The diagram below shows the communication strategies used for Forest School at Combs Ford Primary School. It is the responsibility of the Forest School Leader to liaise with children, staff, volunteers, families and governors about the timing and content of Forest School sessions and to make the decision about cancelling Forest School due to extreme weather or insufficient numbers of supporting adults. The Forest School Leader carries a walk-talkie and a mobile phone at all times during Forest School sessions.

Children	Staff and Volunteers	Families	Governors
<p>Children are asked to evaluate every Forest School session and to share their ideas for future sessions during Circle Time at the end of each session. This is done with simple questions, for example, "Tell us all something you've enjoyed today and something you'd like to do next time."</p>	<p>All adults leading or supporting sessions must sign and date the <i>Sign-Off Sheet</i> (see the last page of this <i>Handbook</i>) to show that they have read this <i>Handbook</i> along with the appropriate risk assessments and understand that they must comply with the safety guidelines.</p> <p>The Forest School Leader will brief all adults supporting Forest School session in advance by sharing the <i>Forest School Session Plan</i>.</p> <p>All adults will be asked to provide feedback on each session and to share their ideas for future sessions based on their observations of children. This will be done using the <i>Forest School Session Evaluation</i>.</p>	<p>Every year, before children start their Forest School sessions, families will be provided with information about Forest School and the activities that might be offered (see <i>Forest School Letter</i> in the appendices).</p> <p>Forest School may be cancelled at short notice due to extreme weather. The Forest School Leader will check the Met Office weather forecast the day before and make the decision by 12:00 – families will then be informed by email.</p> <p>Families will receive information about Forest School sessions, including session dates and outcomes, through the Families' Monthly Update, the School Website and School Facebook page.</p>	<p>Governors will be updated about Forest School sessions at Governor Meetings and through the termly Headteacher Report.</p> <p>Governors have an open invitation to volunteer to support and monitor Forest School.</p>
<p>Face to Face</p>	<p>Email Face to Face</p>	<p>Email Information for Families Leaflet Families' Monthly Update School Facebook Page School Website</p>	<p>Face to Face Headteacher Report</p>