

## **ABSTRACT**

This thesis focuses on communication in a primary school between management and teaching staff. The theoretical part defines the concepts of communication, spoken communication, i.e. face-to-face meetings, telephone calls, meetings and written communication, i.e. e-mail communication. Furthermore, the concepts of school management and teaching staff are defined. The practical part describes the research sample of the selected primary school and further consists of a questionnaire survey to find out the type of communication prevalent in the school, its frequency and the preferences of the type of communication among the management and teaching staff. This was supplemented by semi-structured interviews, these were conducted with one respondent each from the respondent group i.e. one first grade teacher, one second grade teacher, one teaching assistant and one representative from the management. The survey revealed that the most preferred and also dominant form of communication was email communication, then face-to-face meeting was preferred, on the contrary, telephone call was not the preferred type of communication and there was a disagreement between the management and teaching assistants who were more comfortable with this type of communication with first and second grade teachers. This is because the management prefers face-to-face contact more than impersonal emails and the teaching assistants do not have to attend the meetings, they receive information through the intermediary of the special education teacher.

## **KEYWORDS**

communication, school communication, leadership, pedagogical worker, elementary school