Communication Policy

Related Policies
Complaints Policy
Visitors to the School Policy
Code of Conduct Policy

Purpose
To ensure open and honest communication between members of the school community including staff, parents and students.

Definitions
Communication is all contact between members of the school community whether written, verbal or in electronic format.

Procedures

Staff Communication

• The fortnight and daily whiteboards will be updated as required to inform staff of upcoming events.
• Each term a calendar will be published. The calendar will contain relevant dates for the term.
• At the staff meeting each week there will be an allocated time for administration. Staff are asked to raise issues of concern. Minutes of this meeting are kept on the drive.
• Members of the Leadership Team will meet each week to discuss school matters. An electronic copy of Minutes will be kept of these meetings and the leadership team receives a hard copy record of each meeting. A team member is nominated each week to take the minutes. A staff representative nominates to be part of leadership meetings each term.

Parent Communication

• Whole school meetings are held at the beginning of each school year followed by individual class meetings.
• The parents have access to a weekly newsletter containing relevant information for the school community.
• The principal will complete a report to the School Community Council and the Parish Pastoral Council at each of the meetings of these bodies.
• The school website has all school policies and email access via the Community Council email address. It is regularly updated.
• The teachers will communicate the planned class work to be completed each term via a class letter and the curriculum overview that will be sent home each term.
• All notes being sent home by teachers must first be sighted by a member of the Leadership Team. A copy of these notes are sent to the front office and saved on the teacher’s drive as well as posted on the school website.
• Should a teacher wish to communicate with parents this may be done via a phone message or a written note.
• Parents need to send a written note to the teacher following a child’s absence explaining the reason for the absence.
• Communication with the school via email is available to parents.
• Parents are encouraged to contact teachers via phone or letter should they wish to discuss any issues. The first point of contact should be the teacher before contacting the Principal.
• All formal conversations with parents need to be recorded on a parent interview form. These are signed by the Module Coordinator and the Principal and then filed.
• In some cases daily/weekly communication with parents may be required for a set period of time. This may include diary entries, phone conversations, emails etc.

References

nil

Forms

nil

Approved by: Principal
Issuing Group: St Thomas the Apostle Primary School
Implementation Date: January 2008
Supersedes Policy Dated: Nil
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