



# Communication Policy

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## 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

**Policy Last Updated:** 2013

**Review Date:** 2015