



## COMMUNICATION POLICY

### **Rationale:**

Communication between people in organisations is essential to the proper functioning of all aspects of school life. At Corpus Christi, communication which is effective is one of the goals of the Mission Statement. The Mission Statement stresses the importance of effective communication to the life of the school.

### **Aims:**

1. To provide channels by which issues significant to the school can be communicated to the community.
2. To promote collaborative decision making where appropriate.
3. To provide awareness of staffing, curriculum and financial matters.
4. To provide awareness of issues relating to policies which relate specifically to the children.

### **Implementation:**

- The weekly newsletter is the main form of communication to parents. This newsletter is available on the school website.
- Meet the Teacher Nights are conducted in the first 3 weeks of Term 1
- Pre-arranged parent/teacher interviews are considered effective methods of communicating with parents. These may be initiated by parents and or staff as the need arises
- Individual Programmes are developed for identified students – parents are invited to participate in the planning and evaluation meetings held at the beginning and end of year, respectively.
- Goal setting interviews are offered in Term 1.
- Parents are offered the opportunity to discuss their child's half yearly and yearly report.
- Parent Meetings and Coffee and Chat Mornings with the parents and Principal provides an important forum for communication and for collaboration with parents.
- Other effective meeting methods of communication are the Kindergarten Information Nights, Personal Development Nights for Year 5 and 6 parents and nights based on educational topics.
- The weekly briefing, memo, whiteboard in the staffroom and the internet are the main forms of communication with staff covering term, weekly, daily and upcoming issues.
- The weekly Briefing is the forum for communicating information, discussions and policies.
- Printed material will be distributed to teachers daily using their pigeon holes in the staffroom.
- The classroom intercom and public address system are to be used to contact teachers in the classroom or playground either individually or as a whole.
- School Assemblies are to be used to communicate information to students and parents.
- Office notes to and from parents are to be conveyed in the class message bags which are collected at 9.00am and distributed to classrooms after lunch.

### **Evaluation:**

Communication methods are to be evaluated yearly by the teachers and office staff.