

# POLICY: COMMUNICATION

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## 1 Rationale

Communication between people in an organisation is essential for the proper functioning of all aspects of school life. At St Michael's, communication which is effective is one of the goals of the Mission Statement.

## 2 Aims

- 2.1 To provide channels in which issues of significance to the school community can be discussed.
- 2.2 To promote collaborative decision making, where appropriate.
- 2.3 To provide awareness of staffing, curriculum and financial matters.
- 2.4 To provide awareness of issues relating to policies which relate specifically to the children.
- 2.5 To interest community members in being effective communicators.
- 2.6 To promote effective communication among members of the community.

## 3 Implementation

- 3.1 Staff and parents to have an understanding through the newsletter of the different strategies used for effective communication.
- 3.2 Parents to be given information at the beginning of each year that will assist them in their understanding of what processes the school uses to communicate information and what processes the school uses to receive information.
- 3.3 Curriculum content and teaching strategies to be communicated through advertised teacher talk to parents.
- 3.4 School rules and behaviour modification strategies to be part of the teacher communications with parents program.
- 3.5 Communication board to be maintained.
- 3.6 For parents to understand the route to be followed when communicating with different people in the school / parish community.
- 3.7 Different communication strategies to be trialled such as surveys and meetings.
- 3.8 Communication via Skoolbag App messages are sent to parents as required.
- 3.9 Communication via the school website to be updated as required - weekly or fortnightly as a minimum.

## 4 Evaluation

To be evaluated annually.