

# **ST EUPHEMIA COLLEGE**

**K-12**



**COMMUNICATION**

**POLICY**

**2014**

## **1. Policy Statement**

The St Euphemia College Communication Policy provides a framework for ensuring that communication of information is carried out appropriately and effectively to all stakeholders.

Communication can be perceived as a two way process in which there is an exchange and progression of thoughts, feelings or ideas towards a mutually accepted goal or direction.

Effective Communication is much more than the exchange of information. This policy aims to engender a strong sense of community where staff, parents/caregivers and students can share ideas and knowledge in an inclusive environment that contributes to providing the best possible learning outcomes for the students.

## **2. Audience and applicability**

This policy applies to staff, students, parents, caregivers and the wider community of St Euphemia College.

## **3. Context/Rationale**

Communication between stakeholders interested in students' education and wellbeing is an important aspect of St Euphemia College's school life and School procedures. The need to communicate effectively with each other, with the students, with the parents or caregivers and with other members of the wider School community is paramount. It is imperative that communications between all members of the School community are clear, professional and appropriate.

All School correspondence to parents, caregivers and other community members will be issued under the Principal or Director of Primary signatures.

This policy must be read in conjunction with:

- St Euphemia College Complaints Handling Policy and Procedures.

## **4. Roles and Responsibilities**

### ***Responsibility of the Principal/Delegated Authority***

The Principal/Delegated Authority is expected to:

- ensure the implementation of this Policy
- establish effective communication forums
- facilitate effective communication throughout the School community.

### ***Responsibility of the School Executive***

The School Executive is expected to:

- attend executive meetings and make decisions about whole School issues
- ensure the Daily News is downloaded and available daily
- chair faculty/grade meetings
- attend information evenings and present courses in the relevant subject areas.

### ***Responsibility of Staff***

The Staff are expected to:

- attend staff meetings and contribute constructively where necessary
- check emails and phone call messages daily
- respond to communications from parents or caregivers as soon as possible
- provide accurate and informative comments on student reports
- check Daily news
- be familiar with the Complaints Handling Policy and Procedures
- assist faculty members to prepare for Open Night or other planned events
- use the School diary for communication with parents and caregivers in regards to incomplete homework, lateness to class and misbehaviour in the classroom.
- check daily student absentee lists.

### ***Responsibility of the Parents and Caregivers***

The Parents and Caregivers are expected to:

- ensure that they read the School newsletter or other correspondence sent home
- keep in close contact with the School
- attend parent/teacher interviews
- regularly visit the School's website
- be involved in School activities, carnivals, Open Nights, Annual School Ball, School Fete etc
- contribute to the functions organised by the P and F
- attend School community meetings.

### ***Responsibility of Students***

The Students are expected to:

- take letters home and give them to his/her parents or caregivers
- attend subject information evenings
- use the School diary as a way of school home communication.

## **5. Monitoring, Evaluation and Reporting Requirements**

St Euphemia College seeks to ensure that its staff and students are informed and comply with the Communication Policy and the accompanying procedures.

Advice should be sought from the Principal/Delegated Authority when there is lack of clarity regarding appropriate action related to any form of communication as stated in Procedures document.

All incidences which need action must be reported to the Principal/Delegated Authority who will provide clear guidelines and procedures.

## **6. Policy Review**

This Policy will be reviewed as required.