

MacKillop College

Policy: Communication



Introduction

Schools are complex workplaces and effective communication enables them to function well. Communication is any interaction between individuals or groups whereby information is disseminated. Communication can be written, verbal or physical. All forms of communication within the school environment must be purposeful and professional.

Objectives

To ensure that all communication between students, teachers, ancillary staff and parents/guardians is effective, purposeful and professional.

Principles

To ensure the school community is adequately informed MacKillop uses the following strategies:

- A daily Information Sheet is published containing messages to be conveyed to students and staff. A copy is passed on to each class in morning assembly time and others are displayed in the staff room and co-ordinators' areas. It is imperative that Homeroom Teachers read this notice to all students in the morning assembly time. Communication notices must be lodged with administration by 3.00pm on the day before
- Teachers must check their email at the beginning of the day and at least one other time throughout the day
- Teachers must check the Intranet Staff Information Page daily. Staff may post information notices to staff using this Intranet page, for example: excursions, absences, activities etc.
- A Notice Board (and other display board) is provided in the staff room for daily social notices
- Each Wednesday, commencing at 3.30 p.m. and concluding at 5.00pm, the staff attend meetings. Attendance is compulsory and absence requires authorization. Meetings will commence with prayer. Meetings deal with staff or school related issues
- Curriculum Meetings are scheduled for Tuesdays commencing at 3.30pm and concluding at 4.30pm. Attendance is compulsory and absence requires authorization
- A Gold telephone is provided for staff use. Should a student need access to a telephone, the student is to make the request to the level coordinator/team leader. The administration staff do not, as a general rule, direct phone calls to the staff room. Important messages may be taken; otherwise the caller may be directed to use the Gold phone number
- The PA system is connected to speakers both within and outside the buildings. It is only used for emergencies or announcements that warrant the interruption of the entire school community
- Pigeonholes are allocated to each teacher in the staff work area. These areas should be checked daily
- The daily timetable is displayed in the staff room and on the MacKillop Intranet

- Supervision duties and extras are displayed in the staff room and Intranet generally before the commencement of the first class. It is the responsibility of individual teachers to check this list. This must also be checked at recess and lunchtime for any up-dates
- Notice boards around the school buildings are provided at each level for curricular and co-curricular activities and other information if interest to the specific year level
- A Newsletter is sent to parents once in each month. The Newsletter dates are scheduled on the College Yearly Calendar
- Parent/Guardian Information Nights, and Parent/Guardian and Teacher Interviews are scheduled on the College Yearly Calendar. These dates are printed in the MacKillop Newsletter each month
- All letters sent from the College on formal letterhead stationery must be approved by the Principal or Deputy Principal
- Each student is given a school diary. Teachers may use this to communicate with parents. Parents are encourage to check their sons/daughters diary regularly and may be asked to sign the diary; and homeroom and subject teachers should inspect the diary regularly
- Matters confidential, should always be conveyed discreetly and in-person
- On returning from absence, teachers should check what information has been disseminated and endeavour to be up-to-date. Appropriate sick leave adjustment form should be completed promptly
- Bells indicate the times of student and teacher movement. All should respond promptly
- Rolls/Attendance registers must be maintained accurately by all teachers
- Emergency evacuation procedures are displayed in each room and all using the room should be aware of the action to be taken.

Implementation

Principal commitment

The Principal in responsible for ensuring that:

- That the objectives of this policy are integrated into practice

Staff commitment

All staff are responsible for:

- Carrying out the duties as described under Principles
- Ensuring their communications are respectful and professional

Review Date

This Policy will be reviewed in: January 2009

Signature

Rory Kennedy
(Principal)

Date: _____