Mother Teresa School  
Communication Policy

Related Policies  
Mother Teresa School Complaints Policy

Purpose  
To ensure open and clear communication between members of the school community

Policy  
At Mother Teresa School we believe:  
Communication should be open and honest at all times. Staff need to be informed of events in and around the school on a regular basis.

Definitions  
Communications are all contacts between members of the school community whether written, verbal or via the internet.

Procedures  
Staff Communication:  
- A memo will be published each Monday on myclasses to inform staff members of school and Archdiocesan happenings.  
- The weekly and yearly 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.  
- Each week the staff will meet for an administration meeting to discuss issues of concern. The agenda for this meeting is recorded on the whiteboard. Minutes of this meeting are kept in the staffroom.  
- Members of the Leadership Team will meet each week to discuss school matters. The agenda is flexible. Minutes will be kept of these meetings.

Parent Communication:  
- Whole school meetings are held at the beginning of each school year followed by individual class meetings.  
- The parents will be sent a weekly newsletter containing relevant information for the school community. The newsletter will be posted on the school web page.  
- The principal will complete a report to the School Community Council at each of the meetings.  
- The teachers will communicate the work to be completed each term via an overview that will be sent home in Week 2 of each term.  
- Any notes being sent home by teachers must first be sighted by a member of the Leadership Team. A copy of notes will be given to the administration staff and saved on the teacher’s drive.  
- Should a teacher wish to communicate with parents this may be done via a phone message or a note in the homework book.  
- Parents need to send a written note to the teacher following a child’s absence explaining the reason for the absence.  
- Communication via email is not encouraged at Mother Teresa School as face to face meetings are more beneficial. Email communication needs to be measured and appropriate. If in doubt staff should check with a leadership team member before sending off an email.
Parents are encouraged to contact teachers via phone, email or letter should they wish to discuss any issues. The first point of contact should be the teacher before contacting the principal.

References
nil

Forms
nil

Approved by:
Issuing Group:
Implementation Date:
Supersedes Policy Dated:
Revision Date: