



SCHOOL & COMMUNITY COMMUNICATIONS PROCEDURE

RATIONALE:

This school has a commitment to making **communication and consultation** with the community a realistic, satisfying and sustainable process. It sees consultation as a major step in developing a collaborative relationship with the community.

PURPOSE:

- 1 To enhance learning by establishing a responsible and effective partnership with the community.
- 2 To inform and seek involvement of the schools' community in activities and practices within the school.
- 3 To encourage community and staff commitment by building on existing networks and structures, and/or establishing new groups or networks.

GUIDELINES:

1. A welcoming, warm school atmosphere that acknowledges the value of parents' support and partnership will be developed.
2. The school fosters an open door policy.
3. Opportunities to encourage parents to visit and communicate with the school will be fostered.
4. Consultation should be an on-going part of school life, looking at strengths, weaknesses and opportunities.
5. For effective consultation the school must:
 - a. Ensure the parties involved fully understand the consultation process.
 - b. Select meaningful issues to work on.
 - c. Draw on people's strengths and interests.
 - d. Give people prompt feedback and well publicised and constructive action.
6. Efficient processes for gathering, collating, analysing and reporting information and opinions are a pre-requisite of effective consultation.
7. The school will be responsive to the changing methods of communication.

STAFF GUIDELINES:

1. Ensure that regular newsletters are distributed and posted on relevant online platforms including the school's website.
2. Be fully familiar with the communication channels.
3. Seek to be good communicators at every level of relationships within the school.

4. Ensure the online staff/school calendar and staffroom calendar are regularly checked and updated.
5. Ensure staff meeting minutes are taken and available to staff members for each meeting.
6. Keep a central file of students' absences and other special information.
7. Ensure meetings with parents/caregivers are called as necessary to discuss such issues as school camps, special curriculum emphases and field trips.
- 8. Ensure copies of class/team notices to be sent to the office and Principal for checking before distribution.**
9. Ensure all necessary consultations are carried out at appropriate times including annual compliance consultation with Maori whanau.

BOARD MEMBERS:

1. The BOT will report annually to its community on progress with Charter Goals and Objectives.
2. The BOT will keep the community informed about matters of interest involving the school through school and/or Board newsletters.
3. The community will have access to all school policies/procedures upon request through the school office or Principal.

REPORTING TO THE COMMUNITY:

A variety of channels for reporting to the community will be utilised including:-

- The Annual Board of Trustees Report which includes reports on achievements (including curriculum achievement information).
- BOT Minutes being available at the office.
- An Information Booklet is provided for parents enrolling children including comprehensive information on behaviour management, resources, etc.
- School-wide monitoring and aggregated data is analysed and reports prepared for the Board of Trustees by the Principal and DP
- Annual Curriculum Review reports are prepared by the DP and curriculum leaders and reported to the Board of Trustees.
- Information seminars/meetings including occasional curriculum workshops and seminars.
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CONCLUSION:

Schools that are skilled in communicating vital information on their actions and activities are usually very effective in providing for student learning enhancement. Their families are well informed of what is happening, where their children are going and why.

Review Responsibility: *Board Chair, Principal, Staff Rep., & DP*

Date Confirmed: 15 September 2020

Principal: *Karla Mitchell*