

COMMUNICATION POLICY

PURPOSE:

- To further the communication between parents, teachers, the wider school community and the Board of Trustees.
- To create a cooperative approach to information sharing and in dealing with ideas and general policy as the character of our school is developed.
- To inform the parent of the priorities that the Board of Trustees have for the school.
- To support the directions, policies and happenings within the school.
- To encourage the exchange of ideas and information.

OBJECTIVES:

1. **General:**

All staff and parents will be given opportunities for communication of information and ideas. Avenues for channelling this include:

 - Individual teachers
 - Senior Management
 - Principal
 - Support Staff
 - Board of Trustees members
2. **P.T.A:**
 - The P.T.A. and Board of Trustees maintain contact through attendance at each others monthly meetings via the B.O.T and P.T.A representative.
3. **Board Meetings:**
 - The Board will ensure any parent/caregiver who wishes to speak is given time at the start of any monthly Board of Trustees meeting.
 - Meetings of the Board of Trustees and sub-committees will be advertised in advance in the school newsletter.
 - The Board of Trustees will report annually to the community giving details of the previous years financial audit, and of financial objectives, school development and budgeting for the current year.
 - The Board will regularly inform the community of progress made towards achieving school goals and targets for pupil achievement. This will include the achievement of identified groups of students and Maori students.
 - The Board will ensure communication channels are open.
4. **Action at Board Level:**
 - The appropriate sub-committee will be responsible for any investigation required and the preparation of recommendations and/or options for the Board.
 - Executive group action is available in emergency situations.

SELF REVIEW

1. This policy will be reviewed annually along with all other school policies.
2. Responsibility for review of this policy will be held by the Board of Trustees, and Senior Management Staff.