PURPOSE
Our school is committed to a full and extensive communication process with all members of the school community. The Communication policy formalises the processes by which the principle means of communication are produced and distributed.

GUIDELINES
To promote communication between the school and the home
To provide information on the practices and procedures of the school
To inform prospective students and their families
To assist in the processes of transition to and from the school
To foster a sense of community
To promote a positive image of the school
To publicise forthcoming events
To document the practices and policies of the school for the local and wider community

IMPLEMENTATION
Major publications are:
• Weekly newsletter
• Parent information booklet
• School curriculum statements and policies
• Information and promotional brochures
• Annual report to the community
• School web site
• Facebook

Other means of communication such as meetings, forums and information evenings will form a key part of the communication process.

Community notices will be published as necessary.

A parent information booklet will be provided for the parents of newly enrolled students.

Policies will be provided for School Councillors and staff and will be made for community access via the school website.

When appropriate, publicity brochures will be circulated in the community and/or media.

Required documentation will be produced as necessary.

The Communication policy will operate in conjunction with the Communication Protocols.

Where appropriate or necessary, communication will be facilitated through the use of interpreting and translation services.

EVALUATION
This policy will be reviewed as part of the school’s three year review cycle or earlier as required.