



## **Empowering Confident Learners**

### **COMMUNICATION POLICY**

#### **Rationale:**

Chaucer School is committed to maintaining a relationship based on open, honest communication with the school community, students, and staff. Communication between all stakeholders is essential to good community consultation and learning achievement of the students.

#### **Purposes:**

To foster community involvement / participation where appropriate.

To communicate and consult with the parents over the immediate and longer term priorities the Board of Trustees have for the school.

Inform the parents of the work in progress and issues in education affecting our school.

To assist parents in their understanding of the learning /teaching environment

To provide parents with timely information on school activities.

To keep parents informed about how fundraising money is spent.

To provide parents with prior knowledge of Board of Trustees meetings and scheduled school events.

#### **Guidelines:**

##### **A) BOT communication with the Community**

1. The Board will communicate occasionally with the community via the newsletter and share relevant school policies as necessary.
2. The Board will report annually to the community giving details of the previous year's financial audit and the financial objectives, school development and budgeting for the current year.
3. Minutes of BOT meetings will be available in the school office.
4. The Board will conduct occasional surveys using a range of tools to gain feedback and information from the community.

5. The Board may from time to time hold community consultation meetings with the school community to consult with them on certain matters and topics that may be of interest or concern to them, or to help set the future strategic direction of the school.

**B) School communication with the Community**

1. A welcoming atmosphere will be fostered by staff, management and BOT, and all parent queries / concerns will be addressed as soon as possible.
2. All emails, phone calls, and messages addressed to staff and Board members will be acknowledged as soon as possible, or within at least within 5 working days.
3. All new families shall be provided with an information booklet at the enrolment of their child, with necessary information about the school enrolment processes, and relevant school procedures.
4. The school will issue a digital newsletter fortnightly to inform and update parents with relevant information about upcoming events, achievements, and highlights of the fortnight. Paper copies are available in the office for families without computer access.
5. The school charter and policies/procedures are available on the school website and a hard copy is available at the office for viewing upon request.
6. Families are encouraged to attend student/teacher conferences and a variety of school events so they may be well informed of their child's learning and achievement at school.
7. From time to time the school will hold hui/fono to gain feedback from the Maori and Pasifika community; and may hold special purpose meetings to discuss a matter of interest, concern or parent education.