



# DARAMALAN COLLEGE

## COMMUNICATION POLICY

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### Related Policies

Privacy Policy  
Staff Code of Conduct

### Rationale

Within a large organisation it is essential that there is effective communication between all parties. In keeping with the philosophy of the College that respects and values each member, everyone is encouraged to communicate openly and to work collaboratively. This means that we need to have in place structures that promote effective and regular communication.

### Policy

1. That every effort is made to ensure there is clear, accurate and timely communication between all members of the College community.
2. That a variety of forms of communication are used and regularly reviewed.
3. That communication is promoted as a two-way process and parents and students, in particular, are encouraged to communicate openly with College staff and staff are expected to communicate openly and sensitively with parents and students.
4. Information should only be sent, as far as possible, to those people for whom it is relevant.
5. Written communications using College letterhead must be approved by a member of the Executive before sending.
6. Social Networking applications using the name Daramalan require prior approval from the Principal or Deputy Principal.
7. Staff, volunteers, coaches and tutors should not link students to their personal social media site.

### Procedures

- It is expected that all staff will respond promptly to phone messages and emails from parents, usually within 24 hours during usual work days.
- Parent requests for meetings will be accommodated, where possible, in a timely manner.
- All written communications (except for day to day correspondence sent to individual parents) from the College are to be checked for accuracy and clarity by a member of the Executive before they are sent.
- Parents and students should have ready access to information about academic and other activities via Daranet to enable them to participate actively in College life.
- Emails to groups of parents or volunteers should use the BC (Blind Copy) option to maintain the privacy of recipients.

## Key Forms of Communication

### **Community**

- The College website is a key means by which the College can communicate with prospective and current families as well as alumni. It provides information about governance structures, enrolments, curriculum offerings, the history of the College and also recent news items relating to College events and activities.

### **Students**

- Regular assemblies are held for year groups and the whole school at which information is presented.
- Daily News and electronic noticeboards
- Student Diary
- Learning Management System
- Careers on Facebook

### **Parents**

- Information Nights at which information about Pastoral Care structures and curriculum as well as other key information are presented.
- Handbooks relevant to the section of the school that their student is in.
- Parents have their own log-on to Daranet and they are shown how Daranet works at Information Nights for new parents.
- Email and phone calls
- School newsletters
- Parent-Teacher interviews
- Parent surveys
- School calendar
- Profomas regarding school events and issues.

### **Board**

Board members receive regular communications at meetings from members of the Executive as well as other key staff within the school. Emails are sent between meetings as required.

The Board Chair provides updates to parents, students and staff on Board issues through the College newsletter, Daranews.

### **Alumni**

Alumni have access to school newsletters and information about matters relating to the alumni through the alumni website. This is maintained by a staff member of the college.

<b>Approved by:</b>	College Executive
<b>Contact Staff Member:</b>	Principal
<b>Implementation Date:</b>	Aug 2015
<b>Supersedes Policy Dated:</b>	May 2014
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