

# MARNOO PRIMARY SCHOOL COMMUNICATIONS POLICY

## Purpose

Communication is the means by which the whole school community is informed of what is happening in the school and it is also a means of providing feedback from the community. It is also a link between the Department of Education, Employment and Training and outside organisations.

## Guidelines

- 1 A newsletter will be published every week during term.
- 2 Meetings will be held as necessary to inform the community of changes, trends etc in education and in particular, this school.
- 3 The School Council and Parents' and Friends' Club meetings provide forums for open communication
- 4 Formal Staff meetings will be held regularly but recognising that many informal discussions will occur
- 5 There will be annual updates of the student and emergency contact databases
- 6 An "Open Door" communication policy is encouraged
- 7 Articles shall be written for inclusion in Stawell Times-News Schools page
- 8 For Special events Notice will also be displayed on the Notice Board near the Milk Bar
- 9 Regular organised Parent Teacher interviews are also an important communication tool (see reporting policy)