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)