



St Maroun's College



Communication Protocols Policy

2014



St Maroun's College policies have a commitment to Maronite Catholic ethos and values and should be read in conjunction with other policies and procedures and with relevant legislation.

St Maroun's College Anti-Bullying Policy

St Maroun's College Attendance Policy

St Maroun's Bus Travel Policy

St Maroun's College Child Protection Policy

St Maroun's College Code of Conduct

St Maroun's Community Consultation Policy

St Maroun's Complaints and Grievance Policy

St Maroun's Consultation Policy

St Maroun's Discrimination, Harassment and Bullying Policy

St Maroun's Duty of Care Policy

St Maroun's College Excursion Policy

St Maroun's College Facilities Policy

St Maroun's College First Aid and Medication Policy

St Maroun's Homework Policy

St Maroun's College Learning Support Policy

St Maroun's Playground Supervision Policy

St Maroun's Sports Handbook Policy

St Maroun's College Risk Management Policy

St Maroun's Suspension and Expulsion Policy

St Maroun's Student Development Policy

St Maroun's College Work and Safety Policy

POLICY REVIEW

These policies will be reviewed not less frequently than once every three years.

Communication Protocols Policy

Introduction and Purpose

It is essential that staff members of the College communicate information in agreement with established protocols so as to preserve the professionalism of the College, to protect the rights of individuals, to uphold the duty of care to students, and to comply legal and professional requirements.

Implementation

The College has a policy of open and cooperative communication. This practice however recognises that staff members have legal, professional and social obligations with regards the appropriate communication of information.

The College will provide a Meet and Greet Evening each year where parents and teachers are able to meet with each other in an informal setting, two written reports for students each year, two Parent/Teacher interviews per year, additional interviews upon agreement, and an Annual School Report for the community. Staff may also be invited to present to parents at P& F meetings in relation to their area/s of expertise and responsibility. Staff will ensure that any written Reports or items for printing in the SMC Connect will be professionally presented. If necessary, a staff member or Coordinator may be co-opted to check spelling and expression. No written document should leave the College without ensuring it is correctly composed.

There are a range of informal opportunities afforded to parents to interact with staff through attendance at assemblies, Masses, sporting events and other celebratory College activities.

College employees are free to make public comment on issues relating to education, but in doing so must be wary not to make comments that can be construed as negative criticism of the College, the community, staff or community members. This is in accord with the St Maroun's Staff Code of Conduct. As a matter of professional courtesy staff will communicate with the Principal before making public comment or a formal statement on educational issues or one that refers to the College and/or its programs. Staff should be wary of making public statements which may be interpreted incorrectly or in any way reflect on the good name or reputation of the College, its mission or its values.

Policy Review

Last Reviewed: November 2013
Approved By: College Principal
Renewal Date: 2015