

Holy Spirit Community School Communication Policy

Rationale

We believe that clear, contemporary and accessible modes of communication at Holy Spirit Community School assist in creating and promotes a sense of understanding, connection and clarity with the wider community.

Aims

- To maintain and enhance connections between and within the Holy Spirit Community School and wider community.
 - To inform and share school happenings with the wider community.
 - To allow for instant communication when necessary
 - To ensure respectful involvement by students and parents in line with the ICT code of conduct.
- It is the the responsibility of student, staff and parent to adhere to code of conduct.

Holy Spirit Community School positively encourages our school community to support our modes of communication. These include:

Emailing

Newsletter

Notices

School Instant Notification Service

School Wide Blog

School Calendar

School Website

Implementation - See Appendix A

It is the Holy Spirit Community School's responsibility to notify parents of upcoming events at the school.

The fortnightly Holy Spirit Community School Newsletter will provide an address from our Principal as well as other school updates.

The Holy Spirit Community School Calendar will provide parents with scheduled school events.

The Holy Spirit Community School Wide Blog's purpose is for sharing student learning and school events. It is a platform to facilitate online learning and skills in line with our eSmart CyberSafety curriculum

The Holy Spirit Community School's calendar will be accessible on our website with up to date information about future events at Holy Spirit.

The Holy Spirit Community School instant notification services will be used to remind parents about important updates and reminders. These services will also be available in an emergency.

Holy Spirit Community School Staff will be encouraged and supported to contribute to our school blog to drive connection between learning around the school. The Holy Spirit Community School's eSmart Staff Leader and appointed eSmart Student Leaders will monitor blog activity.

Approved by School Board September 2016