

St John Bosco Community College



St John Bosco Community College

Communications Policy

Reviewed on: _____ 04/03/19 _____

BOM Chairperson: _____ Jane Casey_

BOM Secretary: _____ Denis O Rourke _____

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Rationale for this policy:

To convey information clearly and promptly to all the partners in St John Bosco Community College i.e. staff, students, parents and the wider community.

The goal of this policy is to:

- To foster open, honest relationships.
- To avoid misinformation.
- To Market the school.
- To cultivate interest and enthusiasm in the school and the wider community.

Mission Statement

St. John Bosco Community College is an inclusive school both in our intake and in the curriculum which we provide. We aim to provide the highest standard of education for all our students. We aim to create a caring atmosphere where students are encouraged and helped to develop their unique gifts and talents.

Our core aim is the provision of an educational experience that is life enhancing for all, both student and teacher, a school that together with the home provides a happy environment where the Christian spirit is nurtured, the dignity of the individual is cherished, where diligence, courtesy, participation and respect are fostered and the code of behaviour is implemented for the good of the individual.

This statement is based on core values:

- Our school is a welcoming, secure and stimulating learning environment.
- Education is a partnership between school, parents/guardians and students.
- Our purpose is to develop each student's confidence, potential and moral values.
- The importance and value of all members of the school community should be at the heart of all decisions and actions.
- Every child in our care is entitled to learn in an environment, which is happy, caring and stimulating, where each individual can learn without fear of bullying or physical abuse, and where consideration, courtesy and respect is shown to all people at all times, in the context of a caring ethos.

Roles and responsibilities in the implementation of this policy.

Board of Management

- To approve/review this policy.
- To receive reports from the Principal on the implementation of the policy.

Principal, Deputy Principal, Staff

- To contribute to the review of this policy.
- To monitor the implementation of the policy.

Parents

- To receive/read all written, electronic or verbal contact from the school.
- To contact the school for clarification if necessary.

Students

- To listen to all announcements at Year Head and whole school assemblies.
- To take note of any information displayed on student notice boards.
- To convey any student ideas via Dail na Scoile.

Communication protocol

Staff

The Principal will meet all teaching staff for a formal staff meeting at the beginning of each school year. Thereafter regular meetings are held each term.

On a daily basis the Principal will inform the staff of important events by means of a written note on the Principal's Noticeboard in the Staffroom, notifications on VSWARE, events board, staff email/calendar and text message.

Parents

1. Once a term a newsletter will be issued to parents/guardians informing them of all major upcoming events which concern their son/daughter.
2. If a significant event occurs i.e. emergency closure, all parents/guardians will be notified via text.
3. A return to school letter will be sent to parents/guardians containing all details in relation to new school year.
4. All general communication relevant to individual subject teachers will be communicated using the student journal.
5. Parents are encouraged to contact the school office by phone if necessary. Office hours are 9:30a.m to 4:30p.m. Office lunch hour is 1:00p.m. to 1:50p.m. There is a 24 hour voicemail facility which is checked on a regular basis.
6. Parents can contact the school via e-mail.
7. Parents can contact the school via letter.
8. Parents can meet school management and any member of staff by contacting school office to make an appointment.

Students

1. Each year group has an assembly in September, first day in school, with the Principal, Deputy and their Year Head present.
2. At 8:55a.m. assembly, all important news items and reminders of major upcoming events will be announced. All student achievements will be recognised on a daily basis.
3. At 10:55a.m./1:05p.m./3:45p.m. each day other important news items may be announced on the Public Address system by the Principal as required. This however is restricted to minimise disruption to learning and teaching.
4. Year Heads and Tutors will check journals and meet their groups every Thursday morning at Year head assembly.

Dáil na Scoile

Each class group will be represented by a class captain and vice-captain.

At the beginning of each academic year the Executive Committee will be elected.

Meetings will be held every two weeks.

The committee will liaise with the coordinating teacher.

Dail na Scoile will act as the student voice in decision making, representing the student body and help meet the needs of all students.

The committee will also share updates on a regular basis with the board of management of the school.

Parents' Association

1. This group consists of parents' representatives. A text message will be sent to parents to inform them of the Parents Association AGM. Parents are encouraged to nominate a parent to represent their area.
2. The Council's term is three years.
3. Evening Meetings will be held in the school once per school term.
4. The Principal and or Deputy will inform the Parents Association of major events in the school.
5. The Parents Association may take on a role of supporting the needs and priorities of the school.

Board of Management

The Board of Management will communicate with all respective partners via:

- Relevant representatives on the board.
- Issuing agreed Board of Management meeting minutes on the school website.

Wider School Community

1. All Student success and achievements will be communicated to the wider community via local newspapers, school website, school newsletters, school magazine and school facebook page.
2. All advertising of events will be communicated through local radio, Parish newsletters, school website and school facebook page.

Performance Criteria

This communications policy will be adopted following ongoing evaluation by all the partners.

Timeframe for review of Policy – every two years.