FCPS Communication Policy

Rationale:
Effective communication is essential to the smooth and efficient administration of any organization. Communication involves all stakeholders accepting a responsibility and commitment to ensure the effective distribution of information.

Goal:
Communication at Ferny Creek Primary School is essential for the effective operation of the school. All members of the school community should have clear guidelines and be aware of each individual’s responsibilities within the communication process at Ferny Creek.

Implementation:
- It is recognised that “flooding” or “overloading” the school community with information is an ineffective means of communication.
- Ferny Creek aims to communicate with the school community via timely and comprehensive input into the following:
  - Newsletter
  - Website
  - Diary program
  - Grade online pages
  - Class newsletter
  - Student reports
  - Information Evenings
  - Parent/teacher conferences
  - Notes/permission requests
  - Phone calls
  - School Assembly
- All members of the school community have a responsibility to understand the process and content of the means of communication at Ferny Creek Primary School.
- In addition to the above mentioned areas for communication the school will also provide notice boards and computer access for community members who wish to access information from within the school grounds.
- An effective communication program is seen as an excellent way to promote responsibility in children. The school will operate a sequential diary program where additional responsibilities are given to students as they progress through the school.
- The communication process is greatly enhanced by timely input of and action on the information being distributed. All participants need to participate appropriately for the process to be effective.
- The Staff Meeting schedule will be published each term to enable scheduling of other meetings to take place.

Evaluation and Review:
This process should be reviewed in accordance with the normal cyclic review process.

Budget
Costs in relation to our Communication Policy are drawn from other associated Programs.

Author/Responsibility/Date
EPP / Principal / 2011