COMMUNICATION IN THE SCHOOL

Working in a challenging and difficult environment requires effective communication strategies. These are the main practices used at this school to promote effective communication.

- The school plan is developed with input from all the staff and each staff member has a copy.
- Staff are made aware of the focus of each classroom and for each student at program sharing meetings.
- School information on students is kept in student folders in a filing cabinet in the principal's office.

- An individual professional learning program is implemented for each staff member.
- All policy material is kept in folders in the office and school library as well as on the school server and is kept up to date for the information of all staff.
- All policy materials are developed in consultation with all staff.

- A debriefing is held for staff each day.
- Specific information coming from the debriefing is placed on the white board for the information of all staff.

- The white board in the staff room outlines the week's events.
- Any specific information for staff is placed on a white board in the staff room.
- An anonymous 'whinge' sheet is available for staff to raise issues which they feel they may not be able to raise publicly.

- All staff receive copies of executive meetings and staff meetings.
- All staff have a pigeonhole in the staff room and minutes of meetings and information specific to them placed in there.
- Each week staff are appraised of school correspondence which can be allocated to specific people or placed in the basket in the staff room.
- All professional learning opportunities are placed in a folder in the staff room.
- Information for staff is placed on the notice board in the staff room.
- Timetables for staff are placed on the notice board in the staff room.

- At busy times a 'to do' timetable is produced for all staff.
- All staff receive a copy of the school newsletter.
- A calendar of events is produced for all staff at the beginning of the year.

- All staff contribute to the school review each year which is incorporated into the annual report and informs the next year's school plan.