**Parnell District School**

**Procedures 2.7 Communication**

**Rationale:** Parnell District School is committed to maintaining a relationship based on open communication with the school community. Communication is an essential to community consultation.

**Purposes**

1. To foster community involvement /participation where appropriate
2. To communicate and consult with the parents over the immediate and longer term priorities the Board of Trustees have for the school.
3. Inform the parents of the work in progress and issues in education affecting our school.
4. To assist parents in their understanding of the learning /teaching environment
5. To provide parents with timely information on school activities.
6. To keep parents informed about how fundraising money is spent.
7. To provide parents with prior knowledge of board of trustees meetings and scheduled school events.

**Guidelines**

1. **BOT communication with the Community**
2. The Board of Trustees will communicate regularly with the community via the newsletter
3. The Board of trustees will report annually to the community giving details of the previous year’s financial audit and the financial objectives, school development and budgeting for the current year
4. Minutes of BOT meetings will be available in the school office
5. The Board of Trustees will conduct regular surveys using such tools as Survey Monkey
6. **Project Committee Communication with the Community**
7. Project committee meetings as called by the convenor to progress various fundraising activities
8. Class Representatives use phone/email to remind class parents of various school activities or help to ensure fundraising projects reach their targets
9. **School communication with the Community**
10. A welcoming atmosphere will be fostered by staff, BOT and the projects committee.
11. All new families are provided with an information booklet on the enrolment of their child.
12. Our school will issue a digital newsletter weekly. Other notices will increasingly become digital also. The digital newsletter is part of our drive to use the world’s resources more sustainably. Paper copies are available in the office for families without computer access.
13. The school charter and polices/procedures are available on the school website
14. Families are to be encouraged to attend 3 way conferences and a variety of school events
15. The school has two external noticeboards upon which key events are advertised in advance
16. Dates of school events are on Google calendar placed prominently on the school website
17. A meeting is held regualrly for parents of new children to the school which provides an introduction to school systems. This is particularly focussed on the junior school programme.
18. Special consultation meetings will be arranged for Maori. Pasifika and Asian parent groups.
19. From time to time the school will hold special purpose meetings to discuss a matter of interest or parent education.
20. Parent class representatives are encouraged to introduce themselves to the parents of new children joining the school and generally help with inducting the child/ family to the school.
21. The Board of Trustees minutes are available in the school office.
22. Parents with children with special learning or behavioural needs are encouraged to communicate these need to staff along with copies of any professional advice re the sort of programmes that are most beneficial to the child.

Reviewed June 2013

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**Community Consultation**

This is the process through which the school stakeholders (parents, teachers and children) have an opportunity to have input into concerns, issues, and the direction of the school.

Methods of communication include but are not limited to:

\* Surveys in the school newsletter

\* Community surveys e.g. Survey Monkey

\* Parent consultation meetings

\* Project Committee Meetings

\* Considering the opinions of children

\* Inviting people to the BOT meetings