

COMMUNICATION POLICY

INTRODUCTION & PURPOSE

Effective communication is essential for the success of any organization. This document outlines guidelines for central management communication within our organization. These guidelines aim to ensure consistent, clear, and timely messaging that fosters understanding, trust, and collaboration among all levels of the organization. This outlines the key communication channels and responsibilities within the school's central management team. It aims to ensure efficient and effective information flow throughout the organization.

COMMUNICATION GUIDELINES

1. **Transparency:** Be open and honest in all communications, providing accurate and timely information.
2. **Clarity:** Use clear and concise language that is easily understood by all recipients.
3. **Consistency:** Maintain consistency in messaging across all channels and departments.
4. **Timeliness:** Deliver information promptly, especially when it is critical or sensitive.
5. **Empathy:** Consider the perspective of the audience and tailor your message accordingly.
6. **Cultural Sensitivity:** Be mindful of cultural differences and tailor your communication accordingly.
7. **Language Accessibility:** Ensure that your communications are accessible to all employees, including those with language barriers.
8. **Digital Literacy:** Consider the digital literacy of your audience and provide appropriate support.
9. **Employee Engagement:** Use communication to engage employees and foster a sense of belonging.

KEY ROLES AND RESPONSIBILITIES

| Role | Responsibilities |
|---------------------------|---|
| Principal | Overall communication leadership, strategic messaging, and crisis management. |
| Vice Principal (Academic) | Academic policies, curriculum, and instructional matters. |
| Operations Officer | Facilities, transportation, and administrative operations. |
| Parents Relation officer | Overall concerns to then be reverted to the specific person responsible |
| Supervisors | Specific section/class related concerns. |
| Social Worker | Overall wellbeing, behavior related concerns addressed. |

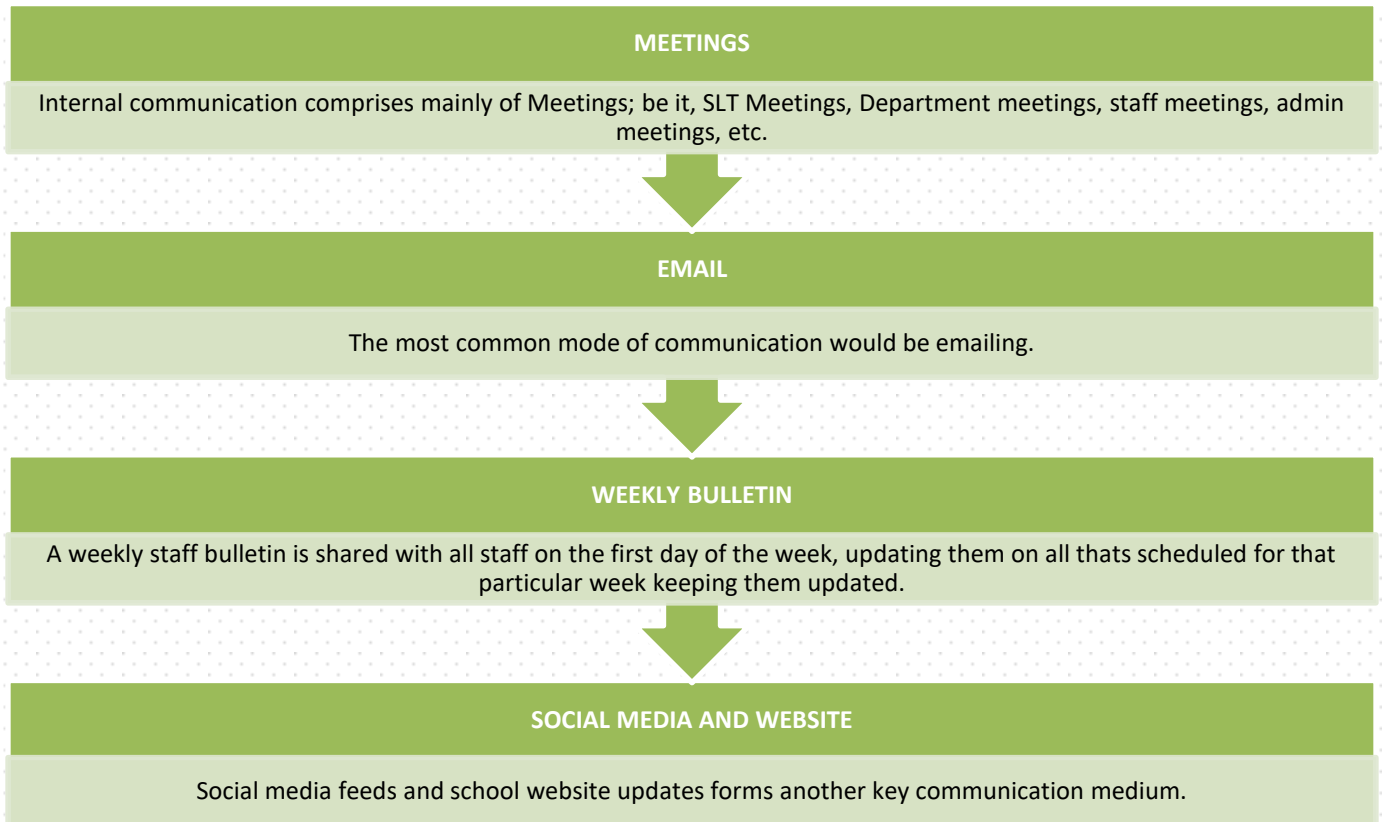
Effective communication is essential for building trust, fostering collaboration, and achieving organizational goals. By adhering to these guidelines, central management can ensure that their messages are clear, consistent, and timely, leading to a more engaged and informed workforce.

By following these guidelines and adapting them to your organization's specific needs, you can create a culture of open and effective communication that supports your business objectives.

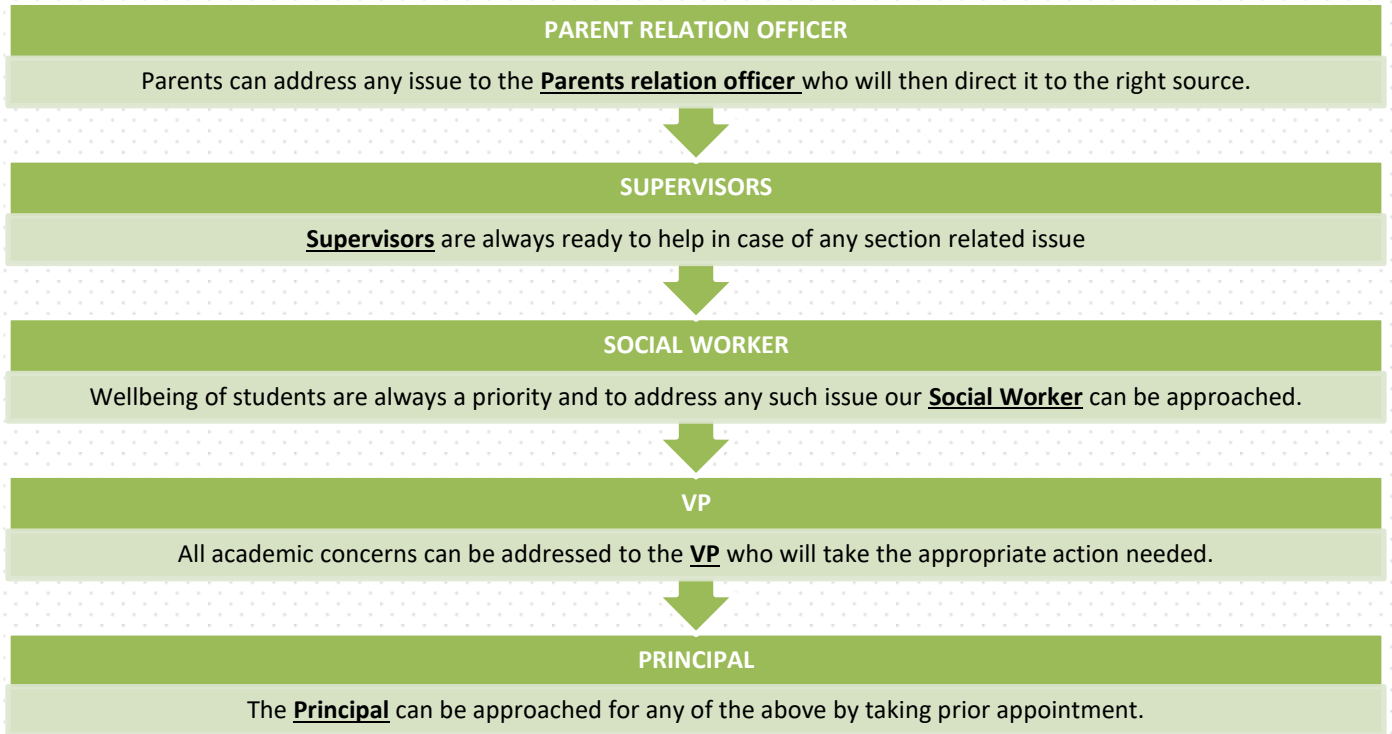
COMMUNICATION CHANNELS

| Channel | Purpose | Frequency |
|-----------------------------------|---|-------------------|
| Staff Meetings | General updates, announcements, and policy discussions. | Monthly |
| Staff Bulletin | General information and updates to the school community. | Weekly |
| Departmental Meetings | Specific to individual departments, addressing department-related issues. | Weekly |
| Parent-Teacher Conferences | Individualized communication about student progress. | Termly |
| School Website/ Parents portal | Online platform for important announcements and resources. | Regularly updated |
| Social media | Community engagement and sharing of school events. | As needed |
| Email | Formal and informal communication within the school community. | Regularly |

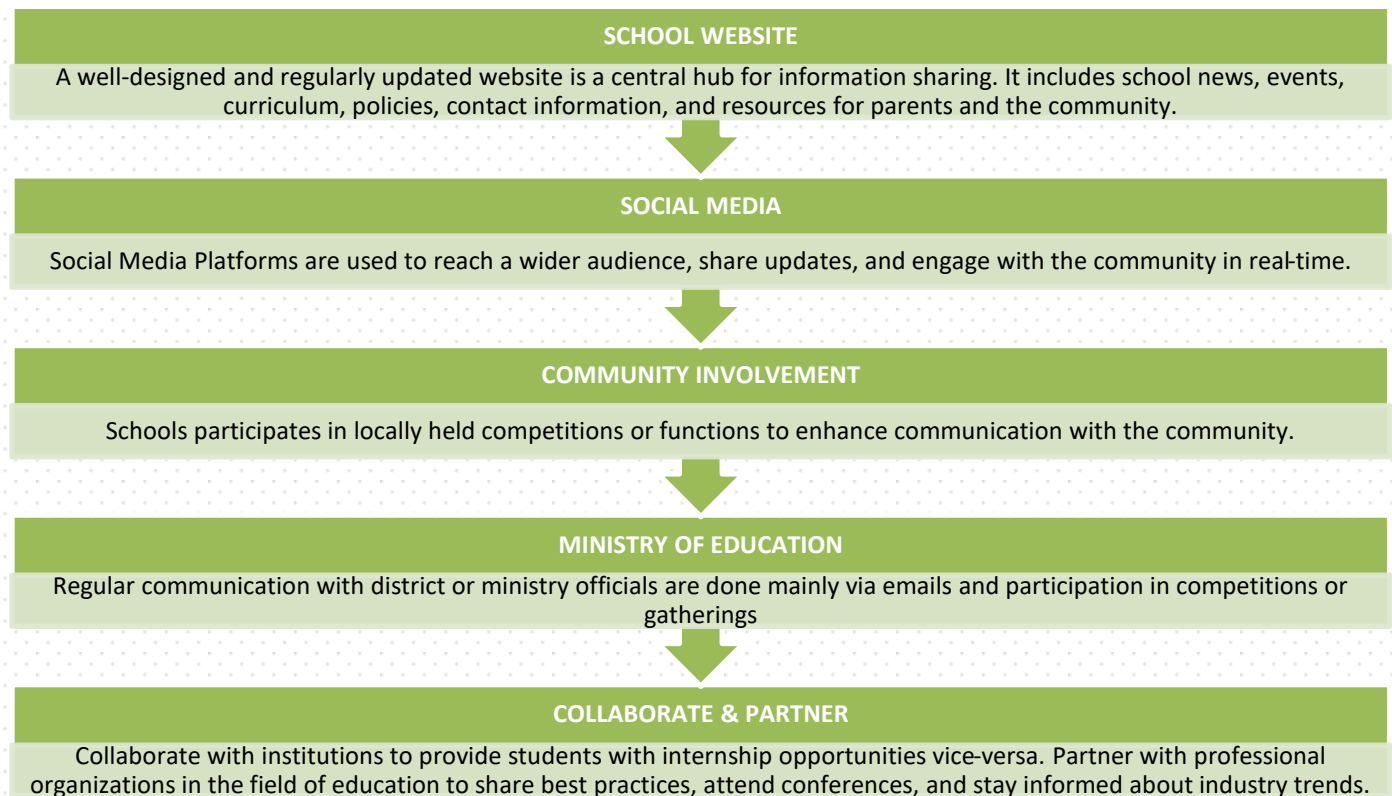
INTERNAL COMMUNICATION



COMMUNICATION WITH PARENTS



EXTERNAL COMMUNICATION (Community, Educational Authorities)



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|-------------|----------------|--------------|--|
| Last Review | September 2025 | Prepared by: | Admin Dept. |
| Next Review | August 2026 | Approved by: | Principal  |