COMMUNICATION POLICY

St Joseph’s Kingswood is all about our children. We create and uphold a nurturing environment for our children, families, teachers, volunteers, and the wider parish. We are a Catholic community of educators and learners who strive for excellence in education, and we are innovative and collaborative in our approach. Our life long purpose is to maintain a sense of belonging for all our children encouraging them to reach their full potential.

At St Joseph’s OSHC our belief is to provide a strong and positive pathway of communication to parents, children, staff and the wider community. The Service recognizes that children, parents and staff of culturally and linguistically diverse backgrounds may require additional support. The following strategies will be implemented:

FORMAL COMMUNICATION
1. All parents, children, staff will participate in a formal induction process.
2. Specialized advice will be sought for families who require a specialist support service e.g. low literacy level, disability.
3. Annual Parent surveys
4. Grievance procedure
5. Open invitation to attend management committee meetings
6. Opportunity to write to management committee or staff re issues.
7. Open approach to contact site leadership and school leadership.
8. Daily reading of communication book, day book and weekly scenarios by all staff.
9. Parents may choose the mode of communicating information between the centre and home e.g. written, emails, phone call, sign in sheet, verbal conversation, text messages. Open invitation for parents/guardians and family to visit the OSHC at any time.

INFORMAL COMMUNICATION
1. Daily chats with staff
2. Written information as required on sign in sheet
3. Notice boards
4. Pamphlets
5. Phone calls
6. Student observations
7. Staff reflections

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Policy reviewed date: 2015
Policy review date: 2017