

Communication Guidelines

We would like to clarify our communication process expectations. The purpose is to ensure systemic coherence, helping all stakeholders be well informed of events and activities so we can offer support and guidance in advance. At the start of this term, we co-constructed our collaborative norms to include how we would like to communicate in line with our school values. To clarify our intentions, and ensure consistency, could you please read and action the following:

Proposed communication for all school events (including assemblies):

If you are organising an event, please add to our school Google Calendar and include:

- Purpose
- When?
- Where?
- Who is invited?
- What staff support do you need?
- Are you inviting whānau or an external provider?
- Time expected to finish
- Add cost of the event (if appropriate)

Examples of events include: sports cluster days, assemblies, Matariki Dawn Service, speech finals, Science Fairs etc. If specific certificates/trophies are being awarded, and you wish to invite these specific parents, please send a list to Julia/Anita in the office well in advance (more than 24 hours), so they can support your organisation and maintain coherence school-wide.

Teams/ Events/ Awards/ Presentations

If an event/ team require a selection process, please adhere to the following:

- The selection criteria has been communicated to students, staff and whānau well in advance
- Multiple trials take place. This will mitigate any students away, sick or had a disruptive day
- Selection is fair and equitable. This may include an external person non-associated with school
- Final announcements are transparent. All students who trialled are informed as to why they have been successful and the expectations are clear adhering to the school values
- Students unsuccessful are informed and appropriate feedback is provided
- All whānau are informed of the outcome regardless
- After the event, a report is written and shared with the community
- Participation/ podium certificates are awarded in an assembly at an appropriate time after the event to complete the participation cycle (not weeks after). Whānau, the Principal and SLT are invited to the presentation
- Seek student, teacher and community feedback in the form of focus groups, surveys or face-to-face conversations so we can respond and strive for excellence

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- If assembly protocols require practising, please do so in advance to ensure high expectations and striving for excellence

School Trips

- When planning a school trip, please complete the [trip approval form](#) and share with the Principal and Deputy Principals at least **4 weeks** prior to the event.
- Once the trip is approved, all documentation, to include [SAP form](#) from the Staff Ready Reference Page, medical/critical information (from HERO), parent helpers, parent fees, staff support, relievers required, bus bookings and certificates are to be sent to the Principal at least **2 weeks** prior to the event. If a site visit is also possible, prior to the event, please take action.
- Once all documentation has been received and signed, please inform Julia and Anita so they can support parent inquiries in advance to mitigate any confusion.
- Please [adhere to this document](#) too as it highlights students and adult expectations when walking to an venue, travelling on a bus and behaviour at the event,
- Any overnight event, a proposal is expected and submitted to the BoT for approval (six months in advance)
- Seek student, teacher and community feedback in the form of focus groups, surveys or face-to-face conversations so we can respond and strive for excellence

Communication to whānau

Parents need to be informed well in advance regarding school activities, trips and events. They work and would like as much detail as possible to support their children during their busy day. This includes purchasing equipment or taking time off to be present at the event. Therefore, please could you:

- be clear with your expectations (If this is a cohort event - ensure the message is consistent across all classes/teams)
- include the date, time, cost, student expectations and whether you require parent help
- a minimum of three emails/Hero posts will help provide adequate guidance regarding what is happening.

First email: **promote** the event ([minimum of four weeks prior](#))

Second email: remind parents of the **expectations** ([at least two weeks prior](#))

Final email: **reminder** email of the events and expectations ([a few days prior](#))

Coherence School-wide

- Please ensure all letters are sent to the principal and office for checking prior to sending.
- All HERO posts are checked by your team leader or Deputy Principal prior to posting.

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IMPORTANT: Inclusivity

Please find attached a central doc to ensure all staff know the rich learning and activity across meetings and committees at our kura. All staff can already click into different team agendas /minutes. Committee and focus group minutes have now been added to this doc to reduce teachers' emails during the day. This will hopefully open up the option of reading, and all staff feel informed without adding several messages to inboxes. All minutes can also be accessed via the Staff Mai page on our website.

What if events are timetabled on the same day?

- Please add all events in the school calendar asap so we can identify any clashes
- If a clash occurs, the leaders of each event will come together and develop a shared kaupapa
- A letter to students and whānau will be co-constructed in advance so students are aware of any clashes, can make a choice and sign up
- Once students sign up for an event, the expectation is that they respect their choice. Any change is discussed with the event leaders, whānau, and students.

As a reminder:

- Please remember to inform Julia regarding staff/student duties
- Reminder no EZ Lunches when on a trip
- [Turn on screen reader support](#)
- MBS Email Etiquette
- If you are at an event/trip and there is sudden change (event time/ bus breakdown etc) please call the office on 09-478 8424 so they can keep parents up to date

Email Etiquette

Attached are [email/ Hero guidelines](#) for all staff.

Release/ Flexible Team Release

All release has been provided to meet the needs of students and the team. The purpose is to achieve our school-wide strategic goals and raise student achievement. Therefore, release is on-site. There will be times when you wish to leave early or have your release off- site. This is on request and is at the discretion of the Principal.

As teachers in front of classes is paramount, we request all staff reduce flexible release unless discussed and agreed in collaboration with the Deputy Principal. All decisions are at the discretion of the SLT.

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Please Note

We understand, there are occasions where the timeframe is unable to be followed. If this is the case, please see the Principal. We are always understanding and flexible.

Thank you for your support, respect and kindness in the effort to streamline our communication process. We will review this process at the end of Term 3. If you have any questions, please come and see me.