DARAMALAN COLLEGE

COMMUNICATION POLICY

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Parent requests for meetings will be accommodated, where possible, in a timely manner. All written communications (except for day to day correspondence sent to individual parents) from the College are to be checked for accuracy and clarity by a member of the Executive before they are sent.

Parents and students should have ready access to information about academic and other activities via the school intranet to enable them to participate actively in College life. Emails to groups of parents or volunteers should use the BC (Blind Copy) option to maintain the privacy of recipients.

Key Forms of Communication

Community

The College website and the College newsletter, are the key means by which the College can communicate with prospective and current families as well as alumni. It provides information about governance structures, enrolments, curriculum offerings, the history of the College and also recent news items relating to College events and activities.

Students

Regular assemblies are held for year groups and the whole school at which information is presented.
Daily News and electronic noticeboards
Student Diary
Learning Management System/ Daranet
Parent-Student-Teacher interviews
Careers Website
Student surveys
Specific social media groups for alumni, Careers and sports groups

Parents

Information Events and recordings where information about Pastoral Care structures, curriculum and other educational programs as well as other key information are presented. Handbooks relevant to the year that their student is enrolled Parents have their own log-on to Daranet Email and phone calls School newsletters Parent-Student-Teacher interviews Parent surveys School calendar