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# COMMUNICATION POLICY

REVIEWED: 2012

NEXT REVIEW: 2013

*Grow in Grace  
and Knowledge*

2 PETER 3:18

PRINCIPAL: MR NEIL CAPPS  
BOARD CHAIRMAN REV GEORGE AYOUB

A MINISTRY OF THE CASINO PRESBYTERIAN CHURCH - SINCE 1995

**CASINO CHRISTIAN SCHOOL**

**COMMUNICATION POLICY**

**PHILOSOPHY:**

God's Word refers constantly to the principles of maintaining community and good relationships with one another through good communication. Key passages from Matthew 12:33-37 and Matthew 18:15-20 are examples. Proverbs 10:19, 10:32, 18:2, and 18:20-21 are also relevant.

**POLICY:**

At Casino Christian School, relevant, timely communication between members of the school community (staff, parents, students) will be achieved via various means. The school will provide for these means of communication to be maintained at all times. *NB. The Grievance Resolution Policy should be read in conjunction with this policy.*

**PROCEDURES:**

**PARENTS:**

A variety of *communication mechanisms* such as phone, email, letter, face-to-face conversation, spontaneous and pre-arranged appointments are available to all parents and enable the vast majority of enquiries, notifications, suggestions, discussions and expressions of concern to take place easily and effectively.

In consideration of child protection and welfare, it is imperative in matters related to conflicts / incidents involving other people's children, that parents **ALWAYS** refer **ALL** concerns to the either the parent(s) of the child or to the relevant staff member (refer to Grievance Resolution Policy) and never approach a child from another family directly to attempt reprimand / resolution.

**School Website:** This site is a source of much information about the school, including relevant policies, recent newsletters, uniform codes, etc.

**Newsletter:** The school newsletter is sent home to parents each week. Items for the newsletter must be into the office early in the week.

**Student diaries and homework books:** These will be used to regularly communicate with parents.

**Phone Calls:** Teachers will call parents to follow up on any more serious issues of the day, or to ask about absences of more than 3 days (as per the Student Attendance & Registration Policy procedures).

**Student Reports:** These will be sent home twice per annum at half-yearly and yearly times.

**Parent/ Teacher Interviews:** These are held after the Half Yearly Reports are sent home. It is strongly suggested to parents that they should attend these.

**STUDENTS:**

**Daily Notices:** Any relevant messages will be read to classes at roll call time (11am for Secondary School, 9am for Primary School). Notices will be given to roll teachers by the teacher responsible for having the message delivered.

**Student Notice Board:** This is on the southern side of the Secondary Block – near the Computer Lab. It should be used by staff for general communication to students for sport, community notices, etc.

**STAFF:**

**Staff Notice Board:** A fortnightly calendar is displayed on the whiteboard and kept up-to-date by the Principal. Staff notices are displayed on the Staff Notice Board and should be read each morning. Staff should regard the Staff Notice Board as the official daily method of communication.

**Pigeon Holes:** Relevant notices are placed in staff pigeonholes. These must be cleared each day, and should not be used for storage.

**Staff Notes:** These are produced weekly by the Principal to inform staff of relevant happenings and instructions and are placed in staff pigeonholes.

**Changes to routine:** It is most important that the Principal be kept informed of changes to routine via the relevant form. Please give at least a week's notice of changes to routine.

**Internal Phone System:** Phone numbers are placed in each staff and common room.

**Emails:** Staff email addresses are usually standardised as the initial of the staff member's Christian name, followed by surname, followed by @ccs.nsw.edu.au (all in lower case). There are some exceptions to this rule of thumb.