



SCOTCH OAKBURN COLLEGE

Communications Policy

Approval date:	September, 2019
Next review date:	September, 2021
Approval:	Board of Directors
Audience:	Staff, Students, Parents

Our Principle of Due Care

Scotch Oakburn College is committed to ensuring effective communication between the College and its community members that is open, accurate, timely and efficient and enhances the student experience. Communications will utilise all available technologies and techniques to achieve the desired outcomes.

Our Communication Aspiration

The College has effective communication processes that are open, honest and support the College values of grace, commitment, compassion, humility, belonging, resilience, integrity, responsibility and inclusivity. Good communication is the key to the development of solid and sustainable relationships. The College seeks to establish strong relationships with all of its community members and assist our students to become effective communicators.

Our Communication Responsibilities

We embrace our communication responsibilities recognising that they facilitate the smooth functioning of the College and assist our community members to work together effectively. All College community members are expected to:

- abide by the Scotch Oakburn College Code of Conduct;
- take account of relevant College policies, directives and procedures, in particular Equal Opportunities; Data Protection, Freedom of Information, Responsible use of technology and on-line resources and use of conflict of interest disclosure;
- demonstrate good communications by working together with others to raise the ambitions and achievement of everyone;
- listen and be responsive to feedback.

Effective communication will be achieved when:

- all staff ensure clarity and fit-for-purpose;
- methods used are effective and appropriate to the context, message and audience;
- messages are clear, simple, respectful and (whenever possible) in plain English;
- staff are trained in appropriate communication methods;
- communication is professional, ethical and, wherever possible, presenting a positive message;
- approval delegations for broadcast communications to identified audiences are outlined in the Scotch Oakburn Delegations of Authority Directive.

Our Strategies

Scotch Oakburn College shall use open and cooperative communication both within and beyond the College community which can take many forms, including but not limited to:

- the dissemination of information to the College community and beyond via the College website (<http://www.soc.tas.edu.au>), the College intranet (<http://thedash.soc.tas.edu.au>) the College Online News, the College Magazine, and letters and notes home to parents/guardians either written or via email;
- information evenings and events;
- educational reporting, including student reports, results of national competitions and external standardised testing;
- the College Annual Report, incorporating reports to the College community by the Principal, the College Board, and Scotch Oakburn College Foundation;
- parent/teacher communication including, student planners, formal Parent–Teacher discussions, informal telephone, email or written communication, advice to parents/guardians regarding disciplinary matters;
- communication required for administrative, legal or government purposes; eg uniform notes, absence notifications, late arrival/early departure notification, advanced notification of planned and later advice of unplanned student absences and advice to the Principal via the Registrar of the intention to discontinue the enrolment of a student;
- complaints or grievances (refer to the Grievance Policy and Procedures);
- communication relating to and with the College Board of Directors;
- communication relating to and with the Principal;
- communication about health, safety, security and environmental matters;
- communication with external organisations and bodies including: the media, government bodies and the general public.

Reporting

The Principal will measure the effectiveness of this policy by the use of key performance indicators and report to the Board of Directors on an annual basis.

Our Communication Directives set out how we will implement this policy.