



ST. JOSEPH'S  
CATHOLIC COLLEGE

# **Communication Statement**

## **2016**

St. Joseph's Catholic College recognises the importance of clear and effective communications with all stakeholders (students and parents/carers, governors, Local Authority, outside agencies and national bodies) it is committed to being open and accessible for all who have an interest in the College. We understand that from clear communication good relationships can be built with all stakeholders.

St Joseph's will endeavour to use the most suitable communication for the individual message with the aim that it is accessible and timely. Where possible communication will be by electronic means to make best use of resources although the message will be available in other formats on request.

### **Communication to Parents**

Communication to parents may take many forms including verbal through telephone or face to face and written by letters, notes in planners, social media and e mail.

Communication will be flexible according to the message and also formal when necessary for instance for the students annual report.

St Joseph's policies regarding College life are made available on the College website and the virtual learning environment.

College staff will endeavour to respond promptly to any queries but recognise that we are unable to set parameters due to other activities in the College. Tutors, class teachers and the year group student manager should be parents first point of contact for any concerns.

### **Communication to students**

Communication with students will be regular. Teachers and other staff will communicate directly through classes, and other areas of College life such as lunchtime activities.

### **Communication to staff**

Communication to staff will be timely and using methods appropriate to the message. Staff briefings take place twice a week and there are also departmental meetings and other opportunities to discuss College life. A member of staff's first point of contact is via their line manager or the Human Resources department if appropriate.

### **Communication to stakeholders**

St Joseph's recognises its place in the community and endeavours to stay in contact with all local stakeholders through a variety of means. Events will be publicised and the newsletter is available via the College website.

Communication about students with other agencies will comply with the obligations in the Education Act 2002.

All enquiries should be directed to the College reception on 01793 714200 or [info@stjosephscollege.net](mailto:info@stjosephscollege.net)

Related policies:

Complaints policy

E Safety policy

Safeguarding policy