

# Communication Policy



## Purpose

To ensure that Carrum Downs Secondary College has clear communication procedures with the college community.

## Policy

Carrum Downs Secondary College will engage with families and staff in regular, meaningful two-way communication about children and young people's learning needs. This communication will occur using a range of mediums, including:

- Compass
- Regular e-newsletters and email
- The college's social media profile, including but not limited to Facebook, You Tube and Instagram
- Letters to parents
- Written student reports and Student Learning Conferences
- The college website
- Student Support Group meetings
- Reports to College Council, including the Annual Report
- Parent phone calls
- Making college policies available on the website and reviewing all policies with college council every three years.

**Evaluation:** This policy will be reviewed as part of the College's review cycle.

**Related policies:** School Policy Advisory Guide – <http://www.education.vic.gov.au>

*This policy was endorsed by the College Council in June, 2016*