

# RED BEND CATHOLIC COLLEGE - COMMUNICATION STRATEGY

## PURPOSE OF THE COMMUNICATION STRATEGY

To define the channels of communication used across the whole school community and instil an understanding of the purpose and operation of these varied channels.

## OBJECTIVES

- To facilitate communication of student welfare and learning with students and parents from all geographic, language and cultural backgrounds.
- To uphold and promote school values, traditions, achievements and events within the school and wider community.
- To ensure structured and current communication methodologies support effective management and administration across the whole school.

## STUDENT LEARNING – ACADEMIC

<b>Area of Responsibility</b>	<b>Contact</b>
Activities and learning in the classroom	Classroom teacher
<b>Faculty Coordinators</b> Religious Education English Mathematics / Computing Science HSIE PD/H/PE Creative and Performing Arts TAS Library Special Education ICT	Mr. S Dwyer Mr. M Morrissey Mrs. L Spry Mr. R Murney Mr. A Abbey Mrs. D Wheeldon Mrs. A Quinn Mr. C Hawthorn Mrs. S Pietsch Ms. H Howard Mrs. L Hood
<b>Careers Advisor (Work experience / TVET / TAFE)</b>	Mrs. J Allan
<b>Director of Curriculum</b>	Mrs. T Martin
<b>Principal</b>	Br J Hilet

## STUDENT LEARNING – EXTRACURRICULAR

Area of Responsibility	Contact
Sport	Mr. T Healey
Debating Public Speaking St. Vincent de Paul MUNA Tournament of Minds Science and Engineering Challenge Band Choir Retreats Chess Mock Trial Team Cattle Team	Mr. Morrissey Mr. Morrissey Mrs. J Little or Br. K Preston Mrs. S Pietsch Ms. H Howard Mr. R Murney Mrs. A Quinn Mrs. A Quinn Mr. S Dwyer Mrs. S Pietsch Mrs. T Martin Mrs. S Earl

## STUDENT WELFARE AND SUPPORT – DAY SCHOOL

Area of Responsibility	Contact
<b>House Coordinators</b> Basil Denis Loyola Xavier	Ms. T Toohey Mrs. N Parker Mr. A Hardy Mrs. L Tandy
<b>Deputy Principal</b>	Mr. M O'Connor
<b>Principal</b>	Br J Hilet

## STUDENT WELFARE AND SUPPORT - BOARDING SCHOOL

<b>Area of Responsibility</b>	<b>Contact</b>
<b>Coordinator of Boarding</b>	Ms. J Neilsen
<b>House Coordinators</b> (For issues relating to the day school) Basil Denis Loyola Xavier	Ms. T Toohey Mrs. N Parker Mr. A Hardy Mrs. L Tandy
<b>Residence Supervisors</b> (For day to day boarding issues /questions)	Staff on supervision duty
<b>Principal</b>	Br J Hilet

## COMMUNICATION INTO THE SCHOOL

<b>Channel of communication</b>	<b>Expectation</b>
<p><b>Telephone</b> – call the College switch on (02) 68522000</p>	<p>Staff are encouraged to make contact as soon as possible.</p> <p>If the staff member is absent for a prolonged period, where possible, a return call will be made to determine if the enquiry can be passed onto another staff member.</p>
<p><b>Written – letters to:</b></p> <p>Red Bend Catholic College College Road FORBES NSW2871</p> <p><b>OR</b></p> <p>Delivered to the front office</p> <p>OR</p> <p>Hand delivered by a student to their teacher</p> <p><b>OR</b></p> <p>Emailed via the College’s email address</p> <p><a href="mailto:rbcc@redbendcc.nsw.edu.au">rbcc@redbendcc.nsw.edu.au</a></p>	<p>Return correspondence posted within 10 days of receipt of the written correspondence.</p> <p>Wherever possible, school staff are encouraged to address the items outlined in the letter.</p> <p>There may exist some circumstances where all or some of the items may not be able to be addressed in this time frame. In such cases, the written correspondence sent within 10 days should address as many items as possible and acknowledge and set a time frame for the items not addressed.</p>
<p><b>Email</b> - Emails to school staff to be addressed to:</p> <p><a href="mailto:rbcc@redbendcc.nsw.edu.au">rbcc@redbendcc.nsw.edu.au</a></p>	<p>Emails are viewed as written communication. (as above)</p>

## COMMUNICATION FROM THE SCHOOL TO PARENTS AND THE COMMUNITY

Channel of communication	Expectation
<p><b>Student handbook</b> Staff are expected to advise parents of significant items within a student's progress at school.</p>	<p>Staff utilise the student handbook to ensure that appropriate information, concerns or highlights are swiftly communicated home or to the community.</p>
<p><b>Telephone:</b> Staff are encouraged to make telephone contact with parents on items relating to specific student learning or on matters relating to the organisation of activities for which they have assumed direct supervision over.</p>	<p>Staff utilise telephone communication to ensure that appropriate information, concerns or highlights are swiftly communicated home or to the community.</p> <p>Staff supervisors (such as Faculty Coordinators), provide necessary support to staff in assuming telephone contact in such cases where the staff members feels that support is required.</p>
<p><b>Written</b> Written correspondence is encouraged to advise parents of significant items within a student's progress at school. This would include notable achievements as well as a number of interventions for academic or welfare based issues.</p>	<p>Correspondence out from the school by staff or students needs to be co-signed by the appropriate senior member of staff.</p> <p>Correspondence should be placed on school letter head.</p>
<p><b>Emails</b> Emails are a form of written correspondence.</p> <p>Email facilities provide the opportunity for staff to provide feedback for students on items relating to their learning. It also allows speedy delivery of information pertinent to an upcoming event such as a meeting or an excursion.</p> <p>Staff are encouraged to use the College's email facility for the above purposes.</p>	<p>Staff engage in written correspondence via email that is directly related to subject specific student learning content, ie: answering questions, commenting on essays, etc.</p> <p>Contact with parents could include setting or confirmation of meeting times, resending information that was sent home with students, eg details pertaining to excursions and other events.</p> <p>Formal communications relating to other items need to be on school letter head and co-signed by the appropriate senior member of staff.</p>