

School Communication and Key Contacts Policy (September 2022)

Developed in consultation with the Federation of Independent School Associations and the Ministry of Education.

Policy

During various times in the school year, there may be a need for communication on behalf of the school to outside sources. To ensure that this communication is streamlined and made readily available, the following policy is in place to inform outside agencies of key communication steps and contacts.

Leadership

The principal is in charge of the school at all times. When the school principal is not available, all leadership responsibilities fall to the Vice-Principal. The administrative team, works in collaboration with the Board.

Communication

All communication will go through the school Administrative team. This communication will be directed to the school principal. In all situations the principal is responsible for communication and remains the key individual for contact in relation to school related matters. If the principal is not available, these responsibilities fall to the Vice-Principal. If the Vice-Principal is not around, these responsibilities fall to the most senior teacher available on location.

Any media requests will need to be forwarded to the school principal. No other individual is authorized to speak on behalf of the school at any point. If the school principal is unavailable, this responsibility then falls to the Vice-Principal.

Safe Schools Coordinator

The Safe School Coordinator is a member of the school administration team. You may reach the school principal who can then take responsibility for any concerns around the safety of the students. If the school principal is not available then this responsibility falls to the Vice-Principal. All members of the school Administration team will be trained in student safety, and will continue to take training made available to ensure the safety of all students.

Suspected Child Abuse

If there are any concerns of suspected child abuse the school principal or any member of the Administration team is to be notified as soon as possible. The school principal of the Administrative team will then take steps as outlined in the Child Abuse Prevention Policy and Suspected Child Abuse Policy and Responsibilities and Procedures for Reporting Child Abuse Policy.

School Safety and Emergencies

The school Principal is the main point of contact for any school safety or emergency situations. If the school principal is not available then this responsibility falls to the Vice-Principal. If the Vice-Principal is not available, this responsibility then falls to the most senior teacher available.