

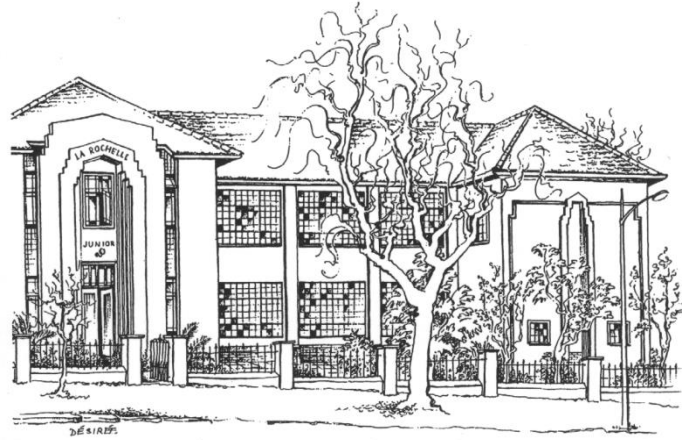
Laer Meisieskool

La Rochelle

Girls' Primary School

Communication Policy

April 2021



Communication Mediums

Information is sent out on the following platforms:

1. D6+ School Communicator
2. WhatsApp Groups
3. La Voix (to be posted on the D6+)
4. General Letters / Tear-Off Slips
5. Facebook
6. Website

D6+ School Communicator

1. All official school information regarding daily activities (academics, sport, culture and social) will only be placed on the D6+ in future.

WhatsApp Groups

1. WhatsApp groups will only be used for class, sports teams, and cultural activities (e.g. choir).
2. Only "one-way communication" from school to the group members takes place here, i.e. parents cannot respond back to the group.
3. Only school-related information may be sent out on WhatsApp groups.
4. In order to respect the privacy of the parents and staff, information may only be sent out on weekdays between 07:00 and 17:00.

La Voix

1. The La Voix is the official newsletter of the school and will appear on the D6+ each Friday and will remain on the Communicator for the year.
2. The newsletter will contain:
 - a message from the principal,
 - the week's birthdays,
 - Larries of the week,
 - tuck-shop menu,
 - advertising of activities taking place at the school,
 - advertising of businesses.

General Letters / Reply Slips

1. These letters are only sent out for important matters where the parents need to acknowledge receipt thereof.

Facebook

1. Only marketing-related information, e.g. achievements, daily events, major activities, etc. will be posted on Facebook.

Website

1. Only broad information regarding the school is posted here.
2. This includes information such as the history of the school, activities offered (academics, sport, culture and social), greater achievements, etc.

General communication rules:

1. Privacy of the parents and staff is of utmost importance so information may only be sent out on weekdays between 07:00 and 17:00.
2. No conflict may be dealt with on WhatsApp groups. Parents are to send an email directly to the staff member concerned and/or make an appointment to see her, outside of school hours.
3. No parent may come and speak to an educator or learner during class time without prior arrangements being made at the office.
4. Parents are to phone the office only when a learner is sick.
5. No calls are to be made by educators to parents regarding a sick learner.