

# SECTION FOUR

## COMMUNICATION SYSTEMS

### NOTICEBOARDS

The following information is displayed in the Staff Workroom in designated areas.

<ul style="list-style-type: none"><li>❖ The Year's Calendar</li><li>❖ Timetable</li><li>❖ Information from the Principal</li><li>❖ Staff Professional Development</li><li>❖ NZQA and Assessment</li><li>❖ Music Lessons</li></ul>	<ul style="list-style-type: none"><li>❖ Booking Sheets for AV Equipment, Mini buses, Board Room and Video-Conference room.</li><li>❖ PPTA News</li><li>❖ Students Withdrawal, on Report, on Stand Down or Suspended</li></ul>
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The following information is displayed in the Staffroom.

- ❖ Weekly/Fortnightly/Daily Notices

### DAILY NOTICES FOR STUDENTS

All notices should be done in Kamar by the teacher concerned. This should be done by 8am. The notices will then be photocopied and distributed in the staffroom. All staff will read the notices to students at the morning tutor meeting.

It must be extremely unusual circumstances before staff are asked to add to their copy of the notices in staff meeting in the morning.



### PIGEONHOLES

Each staff member has a pigeonhole. These are used for leaving messages as well as mail. Regular clearing is essential.

### KAMAR MESSAGING

Staff should regularly check their messages on KAMAR system.

This will be the primary communication system used throughout the school.

### MORNING STAFF MEETING

A brief staff meeting is held at 8:25 a.m. on Monday, Wednesday and Friday mornings. This is to inform staff on day-to-day organisation. Important material for the day and major alterations to the school programme are signalled at this meeting. They are also written up on the whiteboard which carries the day's date. Any staff wishing to speak are to write their names on the whiteboard.

## **INFORMATION FOR TUTORS/STUDENTS**

This is often slotted into Tutor Registers for Tutors to action.

### **DEAN - TUTOR MEETINGS**

These are held each Tuesday at 8:15 a.m. so that information regarding students and routines can be discussed.

### **GUIDANCE FORUM MEETINGS**

These are held each Monday at 7.45am.

### **LETTERS HOME**

All letters home which are to do with official course matters should have a copy kept in the student's official file. These files are kept in the main office and a note made on the students file in KAMAR. Examples of letters which should be kept in this file include signposting about non-completion or poor performance in assessment work, irregular attendance or any major discipline matter. Copies of letters which are about more minor matters should be placed in the Dean's file about the student.



### **PRO RATA FORMS**

These are kept underneath the pigeonholes.