



## OUR LADY OF THE SACRED HEART SCHOOL

### 2.2 COMMUNITY RELATIONS POLICY

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#### **RATIONALE**

Our Lady of the Sacred Heart School acknowledges the importance of constructive community relations with all our stakeholders – parents, as the foremost educators of children, the Board, the Principal, the PTFA, the Parish, our community, the Crown and the Catholic Schools Office (CSO).

We recognise the importance of open, honest and timely communication with all our stakeholders.

The school welcomes input from our stakeholders and actively seeks parental input through both informal and formal means.

It believes that community partnership is successful where there is good communication and effective and appropriate reporting.

#### **PURPOSE**

All members of the school community (Board of Trustees, parents, caregivers, teachers, students) are encouraged to support:

1. The special Catholic character of the school by upholding its Catholic values in all its communication and activities.
2. The good name of the school by speaking positively about it in public, and by airing grievances or concerns using appropriate channels.
3. The goals and objectives set out in the School Charter and School Policies as determined by the Board of Trustees.
4. The role of the teacher by fostering a positive relationship between children and school staff members.
5. The appropriate communication procedures on all matters related to the Board and school.
6. The Parish of Our Lady of the Sacred Heart, notably the Parish Priest and the Parish Pastoral Council.



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### GUIDELINES

The school acknowledges that all stakeholders have responsibilities to ensure smooth and harmonious relationships at every level. These include:

1. Maintaining honest and open communication that reflects our Special Catholic Character, particularly values taught to us in the Gospel and through our Mercy Charism
2. Promoting an open and welcoming atmosphere at the school
3. Supporting both internal and external school activities e.g. parent/teacher conferences, portfolio management, curriculum, areas of special expertise, class trips, Education Outside the Classroom, transport, coaching sport and adhering to appropriate Codes of Conduct.
4. Recognising our Maori and other ethnic communities and ensuring that protocols and cultural sensitivities are appropriately observed
5. Ensuring the school uniform is worn correctly and with pride
6. Supporting the wider community, both secular and lay, including our Parish, the Mercy Sisters, local rest homes and Catholic service groups and our neighbours.

Review Schedule: Triennially



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**CHAIRPERSON**



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**SECRETARY**

Reviewed and amended 18 June 2014  
Reviewed and amended 2 November 2011  
Reviewed 21 May 2008  
Revised April 12, 2006  
Revised October 20, 2004  
Adopted as Policy September 15, 2004



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### **BOARD COMMUNICATION PROCEDURES**

In all matters relating to the Board and school, the following procedures must be followed:

1. The Chairperson is responsible for fostering good communication between the Board and the wider community
2. The Chairperson shall be the spokesperson for the school and shall either make or approve the release of all external communication, including media statements.
3. In media matters, the Principal shall act in consultation with the Chairperson.
4. In matters relating to governance, Board members will be notified prior to any public announcement being made.
5. The Chairperson will produce a written report for the community. It will give an overview of the Board's activities during the previous year, highlighting achievements and drawing attention to areas of difficulty.
6. Other Trustees may be delegated the responsibility of maintaining links with organisations external to the school and being spokesperson in areas of special interest. If any other Trustee is delegated to the role of spokesperson, the specific responsibility will be minuted.
7. With respect to professional school matters, the Principal will be delegated a spokesperson role, and all correspondence being sent from the school will require the Principal's approval. Professional school matters will follow the Principal's procedure manual. In any areas of uncertainty the Principal and Chairperson will review and agree the most effective communication to stakeholders.