

WOKING COLLEGE

COMMUNICATIONS POLICY

Rationale

The Corporation and management of the College wish to have as open and as clear a system of communications as possible. They wish all staff to feel well informed and that they have been consulted on important issues. On curriculum issues the route for communication is through the line management system up to the Assistant Principal Curriculum Quality. On pastoral issues the main route for communications is through the personal tutors and the Assistant Principal Support for Learning. On personnel issues it is through line managers and the Principal. On Estates issues it is through the Estates and Facilities Manager and the Director of Finance. The senior management team will keep the Corporation informed either directly or through corporation sub-committees.

Policy statements

1. The Senior Management Team (SMT) meets every Monday morning at 8.30 informally to discuss issues pending that week
2. The Executive (Principal, Assistant Principals and Finance Director) meet weekly to consider all strategic matters, to review COG discussions (see below) and to assess all risks to the College including matters relating to equality and diversity and safeguarding. Minutes are circulated to SMT members not on the Executive.
3. The Curriculum Operational Group (COG) currently meets weekly. This group is made up of the three Assistant Principals and the Director of Quality. This group considers all ongoing and upcoming curriculum and pastoral issues and relevant information flows out of this meeting through to curriculum and pastoral teams. In addition, other managers are also invited to the meeting whenever their brief is concordant with agenda items.
4. The senior managers hold bilateral meetings with Assistant Principals, The Director of Learning and Teaching, staff responsible for the LRC, Examinations and ESOL, and ILT fortnightly in order that they are fully appraised of issues and developments in those areas. During those meetings copies of relevant departmental minutes/actions are discussed.
5. Every Tuesday there is a 15-minute briefing for all staff. These briefing meetings are held in the staffroom. SMT and others may use these briefings to communicate information to the whole staff. The staff receive their information through the Tuesday briefing notes which are published via email and are circulated to all staff including those working off-site.
6. The Senior Assistant Principal also meets termly with the senior support staff. This meeting allows an exchange of information to ensure greater communication across the whole college as well as providing an opportunity to raise any issues. The minutes/actions of this meeting are shared with all staff.
7. A calendar of meetings for the Sharing of Good Practice and Middle Managers slots are published annually in the Calendar on SharePoint. There will be a cycle of meetings for curriculum areas, personal tutors, course leaders, working groups and the whole staff. This cycle also includes INSET sessions. These meetings present occasions for staff to be informed-of and discuss College issues and developments.

8. This cycle of meetings will be linked to the senior management meetings so that their decisions are informed by discussions elsewhere and they have a route for communicating decisions. Staff are encouraged to raise their own agenda items in advance of appropriate meetings.
9. The minutes/actions of all working groups/committees, including the Community Programme, are taken by Curriculum Managers.
10. The staff room notice board is also an important source of information. Staff should sign and date notices to help keep the notice board up to date and lively. Staff should ensure that they read the staff notice board daily. If in doubt about the suitability of a notice for the staff board please see your line manager.
11. The Student Committee has its own noticeboard and meets weekly with a College Manager.
12. A student bulletin is published every week via e-mail – this includes all briefing information in time for the tutor session. Personal tutors should read the bulletin to their tutor group as it contains important notices and events of interest to students. Any member of staff or any student may contribute (students should allow the appropriate member of staff to proof read their message). The bulletin notices should be handed in to the Assistant Registrar. Students absent for tutor group should see the bulletin on their return.
13. TV screen at various key points around College display key information for students regarding all matters of immediate interest to students. This is meant as a back-up to the bulletins discussed in tutor periods.
14. The staff handbook is on SharePoint and contains details of all procedures and policies that staff need to know about. These details include where to obtain forms required for certain events and a copy of the form. Each item in the handbook will state the member of staff responsible, the date it was last updated and when it will be reviewed. The handbook will also contain any other information, which enhances communications; e.g. staff lists with job titles, first names and internal telephone numbers.
15. Staff (16-19 Curriculum) photographs will be displayed in a permanent covered display situated in the main corridor near the Principal's Office.
16. Staff absence is communicated through reception and this is then passed on to the Senior Assistant Principal and relevant line-managers for appropriate action to be taken.
17. An annual staff survey will address issues of concern in order to consider improvement, this is followed by a staff focus groups, chaired by the Assistant Principal at which issues raised in the survey are followed up and an action plan produced.
18. The Principalship have an 'open-door' policy and all staff know that they are welcome to see them with any concerns or issues as they feel appropriate.

Were changes made to the Policy when received? If YES complete the Partial Equality Analysis table.

Questions for all Policies Is it likely that the Policy Revision could have a negative impact:-		Please Tick Box	
		YES	NO
1.	On minority ethnic groups?		✓
2.	Due to gender?		✓
3.	Due to disability?		✓
4.	Due to sexual orientation?		✓
5.	Due to their religious beliefs (or none)?		✓
6.	On people due to them being transgender or transsexual?		✓
Additional questions for Policies relating to Staff Is it likely that the Policy Revision could have a negative impact:-			
7.	On people due to their age?		✓
8.	On people due to their marital or civil partnership status?		✓
9.	On people with dependants/caring responsibilities?		✓
Date of Review	13/02/15	Did you make changes?	✓

If YES please speak with Assistant Principal as a full Equality Analysis may be required.

NRA/Communication Policy Feb 2015
 Last reviewed: Feb 2015
 Next review: Feb 2018