



## **Communications Protocol**

Dear Parents, staff and learners,

It is our goal to maintain excellent communication with all our stakeholders at all times. Please take note of the following communication procedures and platforms.

### **Phase Whatsapp groups:**

These groups have been created to enable the HODs and staff to contact and communicate with their respective parents.

### **D6 Communicator:**

Regular Alerts and updates of Resources *such as (but not limited to) weekly Tuck menu Or Cake and Candy*, go out to keep parents and staff informed of important notices. All the Contact information for the school is there. If you have not yet subscribed to D6 Communicator, please go to our landing page, [bottom right](#). Remember to update your channels first week of New Year so you don't miss out on important news/events. Ensure that you have selected the phase your child is in.

### **Monthly newsletter:**

A comprehensive newsletter is published once a month. You are encouraged to peruse this whole newsletter to be completely informed of what happens at the College. Subscribe via our landing page: [www.unity-college.org.za](http://www.unity-college.org.za)

### **Term plan:**

The terms events can be found on the website: <http://unity-college.org.za/documents/>

### **Events calendar:**

Individual events are uploaded to the website as well as D6 Communicator calendar/s

### **School Year calendar:**

Overview of the year's *main* events, located: <http://unity-college.org.za/documents/>

### **Emergencies and concerns:**

Any problem issue HAS TO be communicated with the respective HOD. On request of the HOD, the school councillor or any other member of the Therapy department might be tasked to deal with a particular concern or problem: the Therapists will report back to the HOD after their intervention. Other feedback regarding any matters pertaining to a particular case, must be communicated with the HOD first.

### **Appointments with the Principal:**

Appointments can be arranged with Michelle Kirk at the school admin department.

### **IDPs:**

The Individual Development Plan is a process occurring twice yearly where every learner's development and progress is planned and monitored on an individual basis. The parents, staff and learners form the integral role players in this process.

Lastly. Change of cell numbers and email addresses should be communicated to the Admin block | Madeleine Sharp; cc Michelle Kirk. Our communication is as good as our updated parent contact list.

Thank you.

Deon Visser