



# Communication Policy

## United World International School (UWIS)

United World International School (UWIS) recognizes the importance of effective communication within the school community, including students, parents, staff, and stakeholders. This Communication Policy is designed to ensure clear, timely, and consistent communication while promoting transparency, inclusivity, and collaboration. The policy is developed based on guidelines provided by the Council of International Schools (CIS), Cognia, and other leading international schools.

### 1. Communication Channels:

- o Website: The school website will serve as the primary source of information, featuring relevant updates, announcements, events, policies, and contact details.
- o Email: Email will be used for official communication between the school and parents/guardians, staff, and external stakeholders. It should be regularly checked for updates.
- o Newsletters: Regular newsletters will be distributed to provide a comprehensive overview of school activities, achievements, upcoming events, and important dates.
- o Social Media: Official social media accounts will be maintained to share news, events, and other relevant information. These platforms will adhere to the school's social media policy.
- o Edu-Page: An online Edu-Page will be established to provide personalized access to student information, grades, attendance records, and communication tools.

### 2. Staff Communication:

- o Internal Communication: The school will ensure efficient internal communication channels, such as staff meetings, email updates, and collaborative platforms, to facilitate effective information sharing among staff members.
- o Staff Handbook: A comprehensive staff handbook will be provided, outlining communication protocols, expectations, and guidelines for staff interactions.

### 3. Parent-Teacher Communication:

- o Parent-Teacher Conferences: Regular parent-teacher conferences will be scheduled to discuss student progress, address concerns, and foster a collaborative partnership.



- o Open Door Policy: Teachers will maintain an open-door policy, encouraging parents to schedule appointments or communicate via email to discuss student-related matters.
- o Class Communication: Teachers will establish effective channels to communicate with parents, such as class newsletters, communication apps, or online platforms, providing updates, assignments, and important information.
- o Parent Education: The school will organize workshops, seminars, or webinars to educate parents on relevant topics, such as curriculum, assessments, and student well-being.

#### 4. Student Communication:

- o Class Communication: Teachers will establish clear communication channels to provide students with necessary information, assignments, and feedback. This may include digital platforms, email, or class announcements.
- o Student Portfolios: Digital portfolios or other platforms will be utilized to showcase student work, achievements, and progress. Students will be involved in maintaining and updating their portfolios.
- o Student Leadership: Opportunities for student leadership and representation will be provided, promoting effective communication and student engagement within the school community.

#### 5. Crisis Communication:

- o Emergency Communication: In the event of emergencies or critical incidents, the school will implement a crisis communication plan to promptly notify stakeholders through appropriate channels, ensuring safety and minimizing uncertainty.
- o Incident Reporting: An incident reporting system will be established, allowing staff, students, and parents to report concerns, incidents, or grievances. The system will maintain confidentiality and provide timely feedback.

#### 6. Multilingual Communication:

- o The school recognizes its diverse community and will strive to provide communication in multiple languages, whenever possible, to ensure inclusivity and accessibility.
- o Translation Services: Translation services or language support will be available for important school-wide announcements or key documents to facilitate effective communication with non-English speaking stakeholders.

#### 7. Review and Evaluation:



- o The Communication Policy will be regularly reviewed and evaluated by the school administration, staff, and stakeholders to ensure its effectiveness, relevance, and alignment with best practices in international education.
- o Feedback Mechanisms: The school will establish feedback mechanisms, such as surveys or suggestion boxes, to gather input from the school community and incorporate suggestions for improvement.

This Communication Policy aims to create a culture of effective communication, fostering strong relationships and promoting shared understanding within the United World International School community. It will be implemented and adhered to by all stakeholders to ensure consistent and transparent communication practices.