

# Communication

## Policy

The college welcomes communication from stakeholders who are interested in the education and wellbeing of the student. To facilitate open and frequent communication, the college will provide formal and informal mechanisms for communication to occur.

## Formal Communication Mechanisms

If a stakeholder would like to raise a concern or a complaint, please refer to the Complaints Management Policy.

The college has the following formal communication mechanisms:

1. College Website – <http://singleton.acc.edu.au>
2. College ENews
3. College letters
4. College SMS
5. Parent and School Community Information Evenings
6. Meetings

## Informal Communication Mechanisms

The college has the following informal communication mechanisms:

1. College Student Diary
2. College Email system for staff and students
3. College Learning Management System
4. Semester report cards
5. On-site communication
6. Meetings

## Version

2.0

## Review

2016 or as required