



Kingsley Communications Policy

Policy purpose

The purpose of this policy is to identify the various channels of communication within Kingsley, their intended purpose and the roles and responsibilities of staff in accessing and using them. Kingsley has the objective of enhancing and streamlining communications to reinforce our vision and strategic priorities. This involves ensuring that information disseminated to staff is relevant, easy to access, accurate, and appropriate in both content and quantity.

Face to face communication

Communicating in person with colleagues is considered to be the most beneficial method of ensuring information and knowledge are shared.

Notice Board

The information relevant to all staff and students are displayed on Kingsley notice board.

Committee Meetings

Kingsley Committee structure provides a reporting line for all communication regarding management decision making. Committee, staff and student meetings are held regularly throughout the academic year and a record is kept of each meeting which is then distributed in accordance with the College reporting line structure.

Staff & Student Surveys

Kingsley will conduct a staff and students surveys from time to time. The results of survey will be made available to staff and students.

Email

Email is one of the most common methods of communicating within Kingsley. Staff are reminded that general email communication remains the subject of a code of conduct, which provide details of appropriate use, email management, security and confidentiality.

Website

This channel is the hub of the communication with outside stakeholders. It contains information about our policies, procedures, forms and courses we offer.

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