

2.4 Communication

Background

Communication is an important aspect of all operations of our school. This policy deals with communications within The Edmonton Society for Christian Education and Edmonton Christian School.

General

ESCE is a “community of grace” characterized by being welcoming, friendly, gregarious, cooperative, trusting, inclusive, forgiving, caring, and humble. As we honour being a part of this type of community our communication with each other will be respectful and reflect the attributes of a “community of grace”. When there is discord, our assumption is that we will follow the principles of Matthew 18 which essentially states that we first discuss the issue with the person with whom you have a problem and that we will avoid gossiping about the issue.

Types of Communication

Board and The Edmonton Society for Christian Education

- The Board shall keep the Society informed of its activities.
- The means to communicate are varied.
- The Executive Director is responsible for ensuring that effective communication takes place.
- Communications between the Board and the membership of the Society is essential. Society members are invited to contact the Board regarding any questions or concerns in written form or by calling the society office.

Board, Principals, Administrators and Staff

- The Executive Director and a principal are normally present at Board meetings.
- The Executive Director and the Principal(s) shall report to the board in writing. The reports are to include all aspects of supporting and upholding the vision and mission of the school. They are also to include the challenges that each are having when it comes to upholding and supporting the vision and mission.
- If the Executive Director or a principal is not present at a Board meeting, the Board must confirm a mechanism to inform them of Board activities (e.g. By the chairman of the Board or another Board member at a committee meeting).
- The principal is to inform the staff at the school of the specific activities/actions of the Board affecting the school as well as the general activities/actions/ directions of the Board to give staff a broader perspective on the Society. Board and the school are to ensure that the vision, mission and core values are upheld.
- Board members, principals and assistant principals are to exercise good judgment in determining whether a topic is confidential and should not be communicated. In general, only personnel items, items identified by the Board, or items stamped as such are to be treated as confidential.
- Board members are encouraged to submit reports to the board that have to do with their monitoring of the vision and mission of the school. This includes thoughts from committee meetings, school council meetings, observations from school visits (including assemblies), discussions with school staff etc.

School and Parents

- Campuses are encouraged to have an established mechanism to regularly communicate to parents of children in that school campus.
- Such communications need to be two way; that is to include encouragement, mechanisms and opportunity for parents to provide input to the school and be able to contact the school regarding any questions or concerns they may have.
- Communication must reflect the spirit and what is written in the partnership agreement.

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Formerly: [2.5 Communication](#)