Communication @ KingsView School

📌 Overarching Communication Principle

At KingsView School, our 3 C's — Colleagues, Children and Community — are at the heart of who we are. Clear, purposeful, and consistent communication helps our kura run smoothly and reflects our R.I.C.H values: Resilience, Integrity, Compassion, and Honour.
We recognise that people learn best when they hear important messages in different ways, so we share key information multiple times and across a range of formats.

👩‍🏫 Communicating With Colleagues

Communication Type	Time Required	Purpose and Format	Success Criteria
Week Ahead	10 min	Provide a clear overview of the upcoming week. One-stop-shop format including key links.	Staff feel prepared and confident for the week ahead.
Staff Meeting	Mondays 3:15–3:30pm	Brief check-in: "What's your priority this week?" & "Anything we need to know?" – Led by DP.	Efficient and meaningful start to the week.
Teacher Meeting	Tuesdays 3:15–4:30pm	Inform, Discuss and Decide on key items as well as engage in Professional Development.	Collaboration, clarity, and decisions recorded.
Staff Devotion	Wednesdays 8:15–8:30am	Grow spiritually and connect as a staff. One person shares weekly.	All staff feel spiritually encouraged and unified.
Coaching	Monthly on Wednesdays 3:15pm – 4pm	Support and challenge educators to grow professionally, refine their practice.	Improve student achievement through increased teacher competency.
Staff Prayer Time	Fridays 8:15–8:30am	Pray together for students, staff and whānau.	Needs are shared and support is visible and felt.
Email	As needed	Formal communication, documentation, follow-ups.	Professional, timely responses within 2 working days.
Informal chats	As needed	To collaboratively reflect, share practice, and grow in effectiveness	.Student learning outcomes are enhanced.
Google Chat	Informal & ongoing	Quick updates, photos, jokes, reminders.	Staff feel connected and up to date.
Staff Calendar	Ongoing	Overview of events and key dates. All staff can view and add.	Calendar is up to date and used consistently.

Communicating With Children

Communication Type	Time Required	Purpose and Format	Success Criteria
Assembly	Fridays 2:00–2:45pm	Whole school gathering to celebrate, inform and inspire.	Students are engaged, celebrated and feel a sense of belonging.
Verbal / Classroom	Ongoing	Daily instructions, learning conversations, feedback.	Clear expectations and positive learning relationships.
Google Classroom and G-Suite	As needed	Share tasks, feedback, announcements.	Students can access learning tasks and communication easily.
Written Communication	As needed	Notices, praise cards, letters home.	Students and whānau receive important written messages.

Communicating With the Community

Communication Type	Time Required	Purpose and Format	Success Criteria
Assembly	Fridays 2:00–2:45pm	Invite whānau to celebrate learning and values.	Community feels welcome and involved in school life.
Skool Loop	Weekly (Mondays) Fortnightly (Friday)	Newsletter with key dates, messages and updates. Community notices with community events and local services	Community reads and responds to communication.
Notices	As needed	Key info sent via Skool Loop, email or paper copies.	Information is received and actioned when required.
Reporting	Term1 and Term 3	To share student progress and achievement.	SMART Goals are se, learning is celebrated and parents have a clear understanding of achievement.
Email	As needed	For queries, updates, formal communication.	Timely, professional communication with whānau.
Phone Call	As needed	Personal, quick communication – great for urgent matters.	Clear, relational and respectful dialogue.
Text Message	As needed	Urgent reminders (e.g., absentee).	Families are informed quickly when necessary.
Facebook Page	Weekly / Events-based	Share photos, reminders, events and videos.	Engaging and positive digital presence.
Individual Education Plans (IEPs)	30min	For students, parents and staff to meet together and plan how to best meet the needs of students.	SMART goals are set that unlock each child's gifts and talents.
School Website	Ongoing	Information hub incl. policies, information and calendar.	Up-to-date and regularly visited by whānau.
KingsView Connect Events	One per term	An opportunity for our parent community to gather, learn and connect.	Well attended events with engaging content.
Notice Board	Ongoing	Key notices displayed at school entrance.	Walk-in visitors stay informed.
Written Notices	As needed	Sent home for key items (e.g., trip notices).	Parents return slips or respond appropriately.