



# DGPS Staff Communication Policy 23-24

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## **Motto**

Learning Together, Growing Together

## **Vision & Values**

At Dove Green, we are creating a world class British school that promotes a respectful, happy, caring and inclusive community. We strive to prepare all students to become lifelong learners and responsible citizens, ready to meet the challenges of the future. In partnership with families and the wider community, our goal is to create purposeful, enriched opportunities for students that inspire them to become leaders of their own learning and develop the knowledge, critical thinking skills, and character necessary to succeed in an ever-changing world. We are dedicated to providing stimulating learning experiences through an evolving, challenging curriculum, fully reflecting the culture of the UAE and the wider world.

## **DGPS Way**

At Dove Green Private School, we are:

**Determined learners**  
**Global thinkers**  
**Positive achievers**  
**Striving for success**

### **2023-24 DGPS Communication Policy**

- All staff will use the Teams chat function to communicate. All communications must be formal and not in 'text speak'.
- **If a staff member communicates to the whole staff with a directive and there is an issue with it, please contact that member of staff with a direct message, rather than posting on 'Whole staff'.**
- **If you need some equipment or have an issue, please contact the person in charge of that department directly, not on 'Whole staff' chat.**
- **\*If you need to send a message and would like myself or Kate knowing about it, please include either of us in the chat, but address it to the person in charge of the department\***
- In the case of mails from external sources, you need to respond to them by at least 2pm on the next working day
- Any formal communication e.g. with HR etc. need to be via email
- Emails must be checked **daily**. Again, they must be responded to by 2pm (at the latest) on the next working day.
- All staff internal messaging must be using the teams chat function
- Class dojo messenger - to be used when communicating to parents. All correspondence must include a Dear title and from Miss/Mrs /Mr
- Whole class information and whole school information/messages shared with the community on Class dojo stream.
- Bi-weekly School newsletter on Microsoft Sway and sent to staff by Thursday afternoon. It is the member of staff's responsibility to read it before Friday's briefing
- School calendar - set up and amended before Friday briefing. Calendar link. All whole school and departmental activities will be on the school calendar.
- Member of staff's responsibility to check the daily calendar for activities
- Agenda and meeting minutes stored on whole staff area (toolbar).
- 24-hour policy - all mails responded to by 2pm the following working day
- Weekly briefing - member of MLT to take minutes and share
- Staff member's responsibility to read the minutes
- Admin, front desk and academics all communicate through chat facility
- Sickness and absence must be sent through to Mrs Gilbert following the process sent out to all staff.



**Signed:**

A handwritten signature in black ink, appearing to read "C. Seeley", is positioned below the "Signed:" label. The signature is fluid and cursive, with a long horizontal stroke at the end.

**Print Name:** Christopher Seeley

**Designation:** Principal DGPS

**Date:** September 2023

**Next Review:** September 2024