



Communication Policy Rijk Tulbagh Private School

Communication mediums:

The following platforms are used:

1. D6+
2. Specific Whatsapp groups established by school
3. General letters
4. Email to school
5. Phone call to school
6. Class Representative

Please note that certain mediums are used for certain functions and not in all cases.

D6+:

1. All official school information regarding daily activities (academic, sports, culture and social) will be communicated from school through D6+.
2. Parents can send inquiries and notifications to teachers, but these will only receive attention within school times.

Whatsapp groups: (on school mobile)

1. Whatsapp groups will be established by teachers for specific purposes, such as: Choir or Sports Day arrangements, these will then be managed by the teacher concerned and after specific purpose, will be removed.
2. With sporting and cultural events where parents or teachers need to be reached at short notice, the school's mobile phone will be with the teacher and parents can send a message or call.
3. Please note that this phone is not manned except for specific occasions. Therefore, do not communicate general inquiries or urgent messages based on this.

General letters:

Will be sent out from school for signature or notice.

Email addressed to school:

Emails may be directed to teachers, principal or general arrangements for school matters to adminrtps@breede.co.za and will receive attention within school hours.

Phone call to School:

Phone calls can be made on weekdays to school landline during school hours for urgent arrangements or questions. A message can be left at the school's office for a teacher or learner during school hours. Contact number during school hours is 023-1004820.

Class representatives:

Register teachers will contact class representatives through any of the above mediums or arrange an appointment, to help arrange specific functions in class contexts from time to time.

The class representative will contact parents through a medium that the class's parents are comfortable with, but all communication from class representative and teacher will be through one of the above mediums.

NOTE: the purpose of the class representatives is NOT to be a mouthpiece for the parents, ONLY for practical purposes with regards to arrangements.

ALL COMMUNICATION MEDIUMS ARE USED WITH MUTUAL RESPECT AT ALL TIMES. IF ANYONE DOES NOT ABIDE BY THE RULES, THE PRINCIPAL RESERVES THE RIGHT TO ADDRESS AND REMOVE THE PARENT FROM THE GROUP, IF NECESSARY. NO TEACHER NEEDS TO ANSWER ANY COMMUNICATION OUTSIDE OF THIS FRAMEWORK OR TIMES.

RIJK TULBAGH PRIVATE SCHOOL TAKES NO RESPONSIBILITY FOR ANY OTHER FORM OF COMMUNICATION OR ANY PLATFORM OR GROUP THAT DOES NOT BELONG TO THE SCHOOL AND IS MANAGED IN ACCORDANCE WITH THIS POLICY.

AMENDMENTS OF THIS POLICY:

1. Any provisions in this policy may be amended at an SGB meeting subject to:
 - 1.1 the members of the SGB have been given notice of such proposed amendment at least one week prior to the meeting during which the proposed amendment will serve;
 - 1.2 reasonable details of the proposed amendment must be provided together with the notice aforesaid;

- 1.3 any amendment to the policy must be approved by at least two thirds of all the voting members of the SGB.
2. Such policy and rule are not part of the Constitution, the Constitution is the weight-bearing document and will overshadow any other document.