

Strategic Discussion: Effective Partnerships & Collaboration: Clear, two way communication between teachers, families, Board and management.

Statement: NKA recognises that clear, two-way communication is one of the cornerstones of successful relationships and collaborative partnership building. As an organisation we are committed to:

- regular engagement with all of our stakeholders
- using a variety of communication methods
- improving the standard of our communications
- making it easy for staff and families to access information they need

Area	Ensure:	Further Initiatives to be explored
Monitoring	<ul style="list-style-type: none"> • ERO reports reflect opportunities are in place for communication with families • Any breaches of the Privacy Act 1993 will be responded to appropriately 	
Staff	<ul style="list-style-type: none"> • Staff are provided with a range of opportunities for communication with the Board, management, colleagues & families • Staff input/feedback is valued • Focus maintained on creating warm, welcoming kindergartens • Visitors to our kindergartens are acknowledged promptly & assisted • Consideration given to how we provide opportunities for parents to engage with teachers regarding their children (eg at session start and finish times) • Staff are aware of what information is covered by the Privacy Act 1993 and is to be regarded as confidential • Families are aware of the activities occurring within the kindergarten or on excursions for which their consent is required 	<ul style="list-style-type: none"> • Consult with teachers over parents suggestion that we hold parent/teacher meetings for those who wish during non contact hours or during an evening
Strategies	<ul style="list-style-type: none"> • Consideration is given to a variety of methods for communicating and consulting with staff, parents & caregivers • Consistency with regards to the messages we are communicating is important • Communications are professional, respectful & appropriate to the intended audience • Initiatives such as Fathers Day, Grandparents Day, Whanau days & events at kindergarten are recognised as an opportunity to communicate & share with the men & extended family members of children attending kindergarten • Kindergarten committees have a role to play in communicating with new families 	<ul style="list-style-type: none"> • Use of targeted, smaller surveys • Inviting parents/staff to participate in forums or review groups (particularly in communities where written communication may be difficult)
PD	<ul style="list-style-type: none"> • PD opportunities are available regarding communication skills • Commitment to continuous improvement 	

	<ul style="list-style-type: none"> • Commitment to continuing improvement in the use of Te Reo • PD opportunities are available regarding creation of warm, welcoming kindergartens 	
Area	Ensure:	Further Initiatives to be explored
Leadership	<ul style="list-style-type: none"> • Managers & Head Teachers model appropriate communications with staff and families 	
Parents & Caregivers	<ul style="list-style-type: none"> • We review how well we communicate with parents & caregivers • Feedback received is valued • Parents & caregivers are communicated with regularly by our kindergartens & those communications are of a professional standard 	<ul style="list-style-type: none"> • Explore options by which new parents or visitors to our kindergartens can readily distinguish which adults are NKA employees
Policies & procedures	<ul style="list-style-type: none"> • Policies and guidelines are in place with regards to matters we are required to communicate to our staff and families and the manner in which that communication will occur • Policies regarding expenditure and financial reporting are established & followed • Information is easily accessible to parents & caregivers, staff and Board Members • Policies and procedures are regularly reviewed to maintain currency • Our complaints policy outlining the method and manner by which parents or staff may make a complaint or express a concern are readily accessible 	
Finances	<ul style="list-style-type: none"> • Financial information is communicated in a timely and clear manner to our Board, kindergartens and committees • Constraints around expenditure and approvals are communicated 	
Board engagement	<ul style="list-style-type: none"> • Board have an interest in attending various kindergarten functions whenever possible • Board regularly communicates with staff and members (via newsletters or any other methods deemed appropriate) • Board invites parents and staff to attend Board meetings & provide input to strategic discussions • Board are clear in explaining their expectations, position or decisions 	<ul style="list-style-type: none"> • Board profiles to be developed and shared with staff and families • Board to arrange an opportunity to meet with staff and parents