

Communication Policy **October 2019**

It deals with communication within the academy and between the Academy and the Learners.

Good communication is essential to maintaining a positive working and learning environment. Creating an atmosphere of mutual respect in a happy, caring and supportive environment means that people feel included, consulted and informed. This requires that we use of a variety of channels of communication so as to ensure that the relevant people receive the necessary information.

All internal communications should be expressed clearly

- 1.0 Use of email and the web Email and the web are frequently used modes of written communication for all staff and students. Clear guidelines are provided by the Academy on the use of electronic media. Refer to the ICT policy and school journal for details. IT access is made available to the widest possible number of staff and students, and provision is made for communicating with those who do not have IT access.
- 2.0 Personal and confidential information Personal data is protected in accordance with the Data Protection Act 1988. The privacy of personal communications is preserved in accordance with the Human Rights Act.
- 3.0 All staff are bound to take care with the handling and transmission of confidential information, with regard to how and to whom the information is transmitted. Internal communications using electronic media must be conducted under the internet usage policy of the College.
- 4.0 The minutes are recorded.
- 5.0 All necessary information regarding: Learners knowledge of Academy policies or relevant to “Learners” is communicated by means of:
- 6.0 A registered / signed by the learners record of the transmission by the educator of the London Academy Policies comprising:

Complaints Policy

Inquiries and Appeal policy

Malpractice and Maladministration

Student handbook

Privacy Policy

Learners will be able to access all the relevant policies through pdf files on the official website www.londonacademymalta.com



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