

IAS Communication Plan

Overview:

The following platforms are employed to provide meaningful and efficient communications with our Staff, Parent and Student stakeholder groups.

Outlets	Purpose/Use	Frequency
Facebook www.facebook.com/iaswarsaw	Creating awareness both before and after school events. Acting as a key element in helping to build IAS as a community as students, teachers and parents use this as a way of showing their friends and family what they have achieved.	Minimum of one post per week
Microsoft© Teams	Used to create online dialogue with students and teachers on matters connected with the whole school or groups within the school.	Daily
Twitter https://twitter.com/iaswarsaw	Creating awareness both before and after school events. Acting as a key element in helping to build IAS as a community as students, teachers and parents use this as a way of showing their friends and family what they have achieved.	Minimum of one post per week
LinkedIn www.linkedin.com/company/international-american-school-of-warsaw	Raising the professional profile of the school and helping with the recruitment of new teachers.	On an as needed basis
IAS Podcasts http://iaspodcasts.com/	Used as a showcase for podcasts created by students and former students.	On an as needed basis
YouTube https://www.youtube.com/user/iaswarsaw	Used as a showcase for events and work of students.	On an as needed basis
Email (mailing lists) Mail chimp	Sending key communications to members of the school community. These communications include the weekly bulletin sent out every Friday.	At least once a week
Email (p2p) @ias.edu.pl	Communicating with other members of the school community. This is the only official internet communication that should take place between teachers and others in the school.	Daily
Paper mail	Sending out important announcements	Rarely

	that need to get through to parents. Whenever this method is used the information is also sent out by mailing list.	
Memos	Sent out to teachers and/or students when important information needs to be read by teachers. These are posted on the bulletin boards. Whenever this method of communication is used the information should also be sent out by email.	Weekly
Bulletin	Sent out weekly on Fridays to Parents, Teachers and Students. This contains information about the things that are happening in school during the following week.	Weekly (every Friday)
Main website http://ias.edu.pl	Acts as a main landing point for all stakeholders and potential clients.	Updated monthly
Teacher website http://files.ias.edu.pl	Area that has replaced the Staff Handbook since August 2015. Its purpose is to place all things that are needed by teachers in one place.	Updated as new policies or materials are produced
Community website http://community.ias.edu.pl/	Area that has replaced the Student Handbook since August 2015. Its purpose is to place all things that parents and students may want to consult in one place.	Updated as new policies or materials are produced
Small school blog http://kids.ias.edu.pl/	To raise awareness of the things happening in the Small School and to help build a sense of community there.	Minimum of two posts a week
IAS Times https://issuu.com/iaswarsaw	A source of school pride and a sense of culture. Written and edited by the students, it is likely the finest English language student magazine in Poland.	Produced 3-4 times per year
Outlook Calendar	Used to post all information about events at IAS. Parents, teachers and students are encouraged to add this calendar to their devices. Also available on the websites listed above. A separate private Google Calendar is also used by Administration.	Daily

Other forms of communication

Parent teacher meetings and reports

Parents have the opportunity to review the progress of their children at the Parent-Teacher Conferences scheduled 3 times per year: mid-semester 1, end of semester 1, mid-semester 2. On each of these occasions parents receive a report with grades and comments from each of their subject teachers.

Meetings with staff

The Principal, Vice-principal, IB Coordinator and Head of Elementary are available to meet with parents, teachers and students on an open door basis. Parents can also set appointments with subject and homeroom teachers to discuss any concerns.

Homeroom Teachers

Homeroom teachers act as the main point of contact between home and school. They meet daily with students during morning registration and are responsible for maintaining the experience of the students in their homeroom. They are also expected to be the main point of contact with parents.

Surveys

Surveys undertaken on a regular basis are an important way for stakeholders to communicate with the Administration of the school. Data taken from these is used in the process of SIP and in the process of staff evaluation.