

**WELLINGTON CATHOLIC DISTRICT SCHOOL BOARD**

**SECTION: Board Governance and Operations**

**SUBSECTION: Board Communication Plan**

**POLICY: Commitment to Communications**

**CODE: P.BGO.E.1**

The Wellington Catholic District School Board believes that open, honest, and planned pro-active communication with all of its partners is essential to its mission.

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**REGULATIONS: Commitment to Communications**

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1. A communications committee with trustee and staff representation including OECTA, Principals' and Vice Principals' Association, CUPE, WSSSA, and Educational Assistants will meet regularly through the school year.
2. The committee will develop a system communications plan each year for budget approval.
3. Principals will be responsible for developing a site-based communications program each year.
4. All communications which are distributed to partners outside of the school or central office, shall include the Board logo in its proper format and colour. (Process blue and black or black) Where appropriate, the Board's wordmark, "We Have Faith in Education" should also be included.
5. When and where appropriate internal communications to staff or students shall include one of the following: the Board's wordmark, "We Have Faith in Education"; an appropriate religious phrase or passage; the Board's mission statement; or the logo.