LESER Memo No 3
21 March 2013

Attention: Principals

All Principals

Draft Communication Guidelines
Recently the LESER staff has been developing a document which seeks to set out a range of communication guidelines relating to the relationship between the LESER office and schools. Clear lines of communication are essential in any organisation and as we strengthen our networks across the region it is important we are clear on expectations. The attached draft guidelines are in no means to be seen as ‘top down’ directives but rather a means of clarifying roles to assist in improved coordination. While all school communication processes are ultimately the responsibility of the principal, the guidelines are particularly relevant for business managers and council chairs hence the document is to be directed to the people in those positions. We are looking to make these guidelines standard practice across the region but are seeking feedback which will help us shape the final document. Your assistance would be appreciated.

Paul Weinert
Director
paul.weinert@leser.lutheran.edu.au

Mobile Phone Number Request
Please send through to Jayne.hogan@leser.lutheran.edu.au a current mobile phone number. It is critical that we are able to contact you in an emergency situation after hours.