

Overview of Communication Channels

This table serves as a guide to help school leaders choose the right communication channels based on their specific needs and the preferences of their staff. By employing a variety of methods, schools can ensure that every staff member receives information in the most efficient and accessible manner possible, supporting overall school communication and enhancing staff wellbeing.

Communication Channel	Description	Best For
Email	Formal communication for updates and information.	Detailed messages, official announcements.
Intranet Site	Central hub for resources and news.	Continuous access to documents, forms, and schedules.
Physical Handbook	Printed materials provided to staff.	Reference material that staff can keep at hand.
Face-to-Face Meetings	Personal interaction for direct communication.	Discussions, immediate feedback, and team bonding.
Digital Newsletters	Regular updates compiled in a digital format.	General updates, upcoming events, and recognitions.
Bulletin Boards	Physical boards located in common areas.	Posting daily updates, schedules, and announcements.
Social Media Groups	Informal updates and community building.	Quick updates, social events, and informal sharing.
SMS/Text Messages	Immediate and direct notifications.	Urgent alerts, reminders, and last-minute changes.
Video Messages	Recorded updates from school leadership.	Personal touch for important messages and updates.
Audio Announcements	Audio recordings accessible via school systems.	Daily announcements and accessibility for visually impaired.