

Communication For Staff & Students

1. Policy

The purpose of this policy is to outline the how we communicate information to both our students and staff in an effective way.

2. Aims & Objectives

- 2.1 Effective communications enable us to share our aims and values by keeping students, staff and the community well informed about university life. This reinforces the important role that students, staff and our partnership university play in supporting Shockout Arts.
- 2.2 We have various strategies for communicating with students and staff. Some of our communications are in accordance with a statutory requirement; while others reflect what we believe is important for our dance school.
- 2.3 We make our written communications as accessible and inclusive as possible. We use an easy-to-read font, adding pictures where appropriate. We seek avoid bias, stereotyping or any form of discrimination. We recognise and celebrate the contributions made to our society by all the cultural and other groups represented in our dance school as outlined in our Equal Opportunities Policy.

3. Range of Communication Methods

Existing methods of communication include:-

- Noticeboard
- Tutorials
- Emails
- Telephone
- Induction Week
- Student Handbook
- Staff Handbook
- Surveys/Questionnaires
- Shockout Website
- Student Representatives
- SSL Meetings
- Word of Mouth
- University of Bolton

- Bolton College
- Classrooms
- Student Support
- Moodle
- Microsoft Teams
- Zoom

4. Marketing Courses

- 4.1 Information regarding all the courses that we offer are on our website.
- 4.3 Shockout Arts Facebook/Twitter/Instagram pages post information on a regular basis on audition dates and course information.

5. Student Handbook

Provides useful information and guidance to students.

6. Internal Communication

- 6.1 Students will be informed as early as is possible of any changes to any timetables by email.
- 6.2 Staff are provided with a yearly plan for all meetings at the beginning of Academic Year and will be sent diary request in their calendar.
- 6.3 Any changes to meetings staff will be informed as early as possible via email.
- 6.4 Written communication to staff will also be placed on the noticeboard in the Staff Room.
- 6.5 Relevant training is provided to both students and staff alike regarding Health & Safety.
- 6.6 Important Dates are displayed in the course co-ordinator's office and diarised in Heads of Department calendars.
- 6.7 Ad hoc meetings will be arranged for staff and students as and when necessary.

7. Electronic Communication

- 7.1 Staff and Students are to ensure that their passwords are kept in strict confidence.
- 7.2 Staff and Students to ensure they adhere to our Data Protection Policy.
- 7.3 Staff should be aware of the disadvantages that social media can incur in regards to security.
- 7.4 Staff should not have current students on social media as friends ie: Facebook, Instagram, and Twitter.**
- 7.5 Updated online training courses are provided for staff and students before the start of each Academic year ensuring that relevant information is accessible.
- 7.6 Liaison with partnership university and college through emails and meetings.

8. University Performances

- 8.1 We will not allow video recordings of performances from the audience. All performances are recorded by Shockout and on occasions available to purchase.
- 8.2 The University will observe the way in which video recordings are made and photographs are taken during classes/rehearsals and will withdraw the right of anyone to use a camera of any sort if they are felt to be making inappropriate images. For example, photography is forbidden in changing rooms or backstage during University productions without consent.

Related Policies

Equal Opportunities
Data Protection
Staff Handbook
Student Handbook