

**Céim Eile, Templemore College of Further Education (TCFE)**

**Communications Policy**

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| Policy Area | Schools |
| Document Reference number | See Attached |
| Version | To be inserted by HO |
| Document Drafted by | **Céim Eile, TCFE** |
| Date Adopted by TETB | To be inserted by HO |
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| Date Review/Amendment Adopted | To be inserted by HO |

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| **Céim Eile Communication Policy** |  |

***Policy***

Céim Eile aspires to enhance the learning capacity within the Centre through both internal and external communication. Tipperary ETB’s Education Plan suggests ‘*Communication in this sense is about much more than information exchange. It is about drawing on the expertise of the staff, students and Boards and sharing the expertise to maximize the use of limited resources. It is fundamentally about building and sharing our vision of education, so that, as a team, we can deliver a first class education service*’.

***Procedures***

Learners will use communication (language) means that is appropriate in the college and in class at all times.

Tutors will help the students with their communication in class and throughout all activities engaged in with Céim Eile.

Tutors will use the appropriate communication channels at all times.

**Review**

This policy will be reviewed by the Board of Management once in every school year.

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| Submitted to Staff: |  |
| Submitted to Board of Management: |  |
| Submitted to ETB Board: |  |