

**Communication Agreement between  
School #1 and School #2**

Name of SA School
Address 1
Address 2
Town/City
Post Code
South Africa
Telephone Number

Name of UK School
Address 1
Address 2
Town/City
Post Code
United Kingdom
Telephone Number

**Available Methods of Communication**

**1. Email**

[schooladmin@vodamail.co.za](mailto:schooladmin@vodamail.co.za)

[schooladmin@school.oxon.sch.uk](mailto:schooladmin@school.oxon.sch.uk)

**2. Telephone**

0027 (0) 421 123 456

0044 (0) 1865 123456

**3. Fax**

0027 (0) 46 123 456 789

0044 (0) 1866 234567

**4. Skype**

Skype Contact Name

**Preferred methods of communication**

Each school's preferred method of communication is:

**Frequency of communication**

Once per week

Once per fortnight

Once per month

**Declaration**

We agree that communication is an important part of our project and, for this reason, if communication is broken we will try to make contact with the following alternative school contacts:

School Contact Name SA  
Telephone Number

School Contact Name UK  
Telephone Number

I agree to do my best to maintain communication. When it is not possible to use the preferred form of communication we will use alternative methods in order to re-establish communication.

Signed  
Date

Signed  
Date