

Sure, here is a simple example speech for clarifying communication protocols to teachers:

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Good afternoon everyone,

Thank you for taking the time to join this meeting. I want to spend a few minutes today discussing our communication protocols to ensure that we are all on the same page and can communicate effectively throughout the school year.

Firstly, for any urgent matters that require immediate attention, please use the school messaging app. This ensures that we can address issues promptly without any delay.

For non-urgent communications or detailed discussions, such as lesson plans or student evaluations, email remains the best option. This allows us to keep a documented record of our exchanges.

Weekly team meetings will continue every Wednesday at 3 PM in the staff room. This is a great opportunity for us to discuss any ongoing concerns and share updates.

Lastly, we encourage open-door communication. Feel free to drop by the admin office if you have any pressing issues or just need to chat about any aspect of your work.

Thank you for your attention, and please let me know if you have any questions or need further clarification.

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I hope this example helps in understanding how to effectively convey communication protocols to teachers.