COMMUNICATION WITH THE SCHOOL COMMUNITY.

Purpose:
1. This policy addresses the school’s responsibility to ensure parents have information regarding the school and its operations to enable them to make informed decisions and ask relevant questions.
2. To promote further parent involvement and participation.

Guidelines:
1. Clear and open processes of communication are to be established and maintained at all levels of the school’s operation.
2. A consistent approach to the forms of communication employed will be followed.

Implementation:
1. The Principal will coordinate communication processes.
2. Teachers will be encouraged to develop positive school-home links at the class level.
3. Information evenings in designated school operations areas will be conducted on a regular basis during the year.
4. A school newsletter will be prepared and distributed each Thursday via hardcopy add (when requested by families), email, school app and the school web page.
5. Class information evenings/parent teacher interviews will be held in the first term of each year. These sessions will be conducted by class teachers individually or in departments and will address issues such as: homework expectations, parental involvement in the class program, arrangements for the year etc. Classes may periodically send home class newsletters.
6. The Principal will be available to support teachers in the conduct of information forums through the provision of advice or by direct participation.
7. Meetings to address identified needs may be arranged outside of those normally scheduled by staff to cater for individual family needs.
8. Staff will endeavour to be in their classrooms at least fifteen minutes before the start of school to greet children and communicate with parents.
9. The Principal will announce to the community via the newsletter when the School Council Annual Report is available. Parents will be able to collect a copy on request via the office.
10. Staff will be available for interview by appointment outside of those scheduled at half year.
11. Where necessary, ongoing processes (support meetings) will be established to maintain closer communication links with individual parents. Teachers will involve parents in developing and implementing the goals of Individual Student Improvement Plans.
12. A home/school communication diary will be used throughout the school with the specific content to be determined by teachers within the respective class at the time.
13. Staff will be encouraged to use the communication diary, telephone or email to communicate directly with parents.
14. The ‘Student Code of Conduct’, and the Student Behaviour pamphlet will be sent home to parents who are expected to acknowledge their understanding of the code.
15. Planned data gathering on aspects of the school’s operation will be undertaken through random sampling processes associated with Staff and Parent Opinion surveys, as generated by the DET administration system.
16. An information pack about the school and community is supplied to new families.
17. Information will be presented as part of the ‘transition’ program/process.
18. The School Council Community and Communication sub-committee will liaise between the School Council and school community.
19. The School webpage will be updated as required.
20. The school app will be maintained with relevant information for parents including events and newsletters. Parents can communicate via the School app.
21. Mass SMS is available to the school to broadcast messages to the school community.
Evaluation:
1. Parent attendance/response to information evenings.
2. Response to items included in the Newsletter.
3. Responses received from the Staff/Parent Opinion surveys.
4. Informal feedback.
5. The ‘Communication with the School Community’ policy statement will undergo review in accordance with the established policy/program review processes of the school.