

Ss Michael and John's Primary School

Communication Policy

Ratified: December 2020
Review Date: January 2022

Rationale

Ss Michael and John's Primary School is committed to open, transparent and effective communication with all stakeholders. This Communication Policy meets the requirements under Schedule 4, clause 12 of the Education and Training Reform Regulations 2017. Schools are required to demonstrate the communication of policies and procedures relating to the care, safety and welfare of students to staff, students, parents, guardians and the school community.

This policy aims to ensure that:

- effective communication between the school community members takes place;
- processes are in place to allow open and honest communication amongst all school community members;
- confidential information is managed in a manner consistent with community expectations, professional standards and legal obligations;
- clear, positive and fair processes and guidelines are provided which allow issues or concerns to be aired and resolved in a timely, effective and respectful manner.

Policy Statement

Effective communication is essential in providing students, teachers, parents and the community with the necessary information to make appropriate decisions. Ss Michael and John's Primary School is committed to using communication processes and techniques to build positive learning environments for students, staff and parents in order to inspire and educate all students to succeed in becoming productive and valued citizens.

Electronic communication is the primary method of communication at Ss Michael and John's Primary School. This includes the school website, newsletters, email communications, SIMON Learning Management System, via approved Apps and telephone.

In addition to electronic communication, members of the school community may request printed copies of policies and other documents from the school'. The availability of interpreters or having key documents in community languages can also assist with communication and can be requested.

Members of the community will have regular, formal opportunities for engagement with the school staff and this includes: Open Days, Parent/Teacher/Student conferences, Parent Information sessions, or more informal face to face meetings with classroom teachers and principals as required and other events in which the school community is encouraged to participate. Dates for these events are published in the School Newsletter. If you require a meeting with your child's teacher, you may

directly contact the teacher or leave a message at the office for them to return your call. If you require an appointment with your child's teacher you can either email the teacher to arrange a mutually suitable time or contact the office. There may be times when you wish to speak with the Principal or member of school leadership for matters that may involve family, health, finance or personal issues. Please contact the office to schedule an appointment.

At Ss Michael and John's Primary School we have a commitment to transparent, professional and respectful engagement and communications with the members of its school community that considers appropriate privacy and confidentiality principles.

Communication overview

School Improvement Plan: compiled in collaboration with DOBCEL, school leaders and in consultation with the wider school community. It proposes commitments to key improvement strategies and intended outcomes for the School over the School Improvement Cycle, usually four years. An Annual Action Plan is developed to outline the incremental progress towards the commitments each year. This is available to families on the school webpage.

School Policies: Policies are available on the school's website, can be accessed via the Parent Access Module (PAM) or from the school office upon request.

Parent Handbook: A Parent Handbook and Prospectus is provided to new families at the time of enrolment. Current versions are available on the school website.

School Newsletter: The newsletter is published on a Friday afternoon and is made available via newsletter subscription or can be viewed via the website or accessed via the Parent Access Module (PAM).

Principal's meetings with the School Advisory Council (SAC): provides an opportunity for the Principal to highlight resourcing and operational issues relevant to the general school community. These meetings are held twice per term in the Ss Michael and John's Parish Centre meeting room.

Parent Information Nights: provides information to the school community. It includes the opportunity for all parents at the commencement of the school year. Dates are advertised in the School newsletter and Facebook page.

Parent-Teacher-Child Conversations/Conferences: formal meetings held at least twice yearly (usually in Term 1 and 3), and at other times on request.

Academic reports (written): DOBCEL Schools must issue twice yearly at the end of Term 2 and Term 4.

Communication with Staff Members: The most effective way to communicate with your child's teacher is via email or SeeSaw. If an appointment is required with staff members please make an appointment through the school office.

Policies and Procedures

The following are available on the school website and can also be made available in hard copy for collection:

- School Vision, Mission and Philosophy Statement
- Annual Report to the School Community

- Privacy Policy
- Statement that the school adheres to the Democratic Principles
- Enrolment Policy, including School Fees and Levies
- Code of Conduct for Students and Parents
- Anaphylaxis management
- Attendance policy
- Child Safety Policy
- Child safety commitment statement
- Child protection – responding and reporting obligations
- Child Safety Code of Conduct
- Complaints Handling Policy
- Communications Policy
- School Duty of Care Policy
- Emergency Bushfire Management
- Arrangements for ill students
- First Aid and Student Medical Management (i.e. Asthma, Administration of medicine)
- Anti-bullying and Harassment Policy
- Digital Technologies Policy
- Mandatory Reporting Policy
- Reportable Conduct Policy
- Pastoral Care and Wellbeing Policy
- Student Behaviour Management Policy
- Supervision of Students Policy
- School Student Supervision Information for Parents
- Information for Volunteers