# Communication Policy

Ratified: December 2020
Review Date: January 2022

# Rationale

St Joseph’s Primary School (SJPS) 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 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. SJPS 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 SJPS. 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 reception of 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.

At SJPS 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 website.

**School Policies:** Policies are available on the school's website or, upon request, from the school office.

**Parent Handbook:** Parent Handbook is provided to new families at the time of enrolment. A current version is also available on the school website.

**School Newsletter:** The newsletter is published on each Friday before the close of business and is made available to families via email, the SIMON Everywhere App and official Facebook page.

**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 on the third Tuesday of the Month during school term in the school Hall meeting room at 5:30pm

**Parent Information Nights:** Where required, these provide information to the school community on a variety of issues as needs arise and may not be restricted to curriculum. Dates are advertised on the school calendar on SIMON Everywhere, through the newsletter and on the school’s official Facebook page.

**Parent-Teacher-Child Conversations/Conferences:** formal meetings are held twice yearly (usually in Term 1 and at the end of term 3). Meetings can be conducted at other times on request. Parents of students on an Individual Learning Plan will be invited to meet with the school two to four times per year or as needed.

**Academic reports (written):** DOBCEL Schools must issue twice yearly at the end of Term 2 and Term 4. SJPS uses *Seesaw to* communicate student achievement and will share some tasks completed by students at school. This will allow for a more ongoing opportunity for parents to see work that children are doing in class and to provide constructive feedback to their child to motivate them with their learning. See saw can be accessed on smartphones and digital devices. Teachers, parents, and students can access this program at no cost.

Please see your child's class teacher for a code to access your child's account.

**Communication with Staff Members**

Contact with teachers is welcomed. Teachers are usually available to discuss minor issues from 8.30am-8.40am and after school from 3.20pm. Otherwise, the teacher will make a mutually convenient time to meet as soon as practicable. Communication via email is strongly encouraged. All staff members have an email address which is usually their first initial followed by surname @sjredcliffs.catholic.edu.au (eg asmith@sjredcliffs.catholic.edu.au). Teachers can also be contacted through phoning the school office before or after teaching hours.

The Principal may be contacted through email or by contacting the school office. Parents are also encouraged to make a time to meet with the principal to discuss any issues or concerns. Appointments can be made through contacting 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