



# CLYDE PRIMARY SCHOOL COMMUNICATION POLICY AND SCHEDULE

## Rationale:

It is important to work with the staff, students and the whole community to better understand how to provide a safe and supporting environment for staff and students.

It is vital that we promote and foster productive partnerships between the school, teachers, parents, students and the wider community through active and effective communication.

Communication includes written, electronic and verbal methods about all aspects of the school.

## Aims:

To ensure the school community is aware and up to date with current school initiatives, relevant policies and procedures, outcomes and philosophies.

## Department of Education Policy:

All school governing authorities are required to inform their school community about policies and procedures such as the care and safety, and welfare and behaviour management of students. Schools are also required to publish the annual report on the internet and to provide parents with the annual report either online or via a means they can access. All staff are expected to be aware of and comply with department and legal requirements related to communication.

## Related school policy:

Communication of School Policies

## Implementation:

### 1. Communication protocols

- All school community communication is respectful, clear, accurate, timely, relevant, open and reciprocal.
- All staff members have legal, departmental, local, professional and social obligations with regard to the communication of information. Department of Education employees are free to make public comment on issues relating to education, but in doing so, must be wary not to make comments that can be construed as negative criticism of our school, School Council, our community, staff or community members.
- All staff members will lead by example and take responsibility for effective communication.
- The Information Privacy Act and the Health Records Act require that schools protect the interests of individuals with regard to their personal information and respect the individual's right to control how their personal information is used, and for what purpose.
- Information sought by police, including interviews of students must be directed to the principal.
- The school will comply with court subpoenas to provide information at all times, but will not respond to requests from lawyers seeking information without DET approval.
- Requests from Department of Human Services child protection unit personnel regarding students or families will be complied with at all times.
- Any person seeking information from the school that falls outside the school's practices must be directed to the principal who may require that a formal written Freedom of Information request be made. All such Freedom of Information requests will be referred to the DET Freedom of Information Unit.
- As a matter of professional courtesy, and as a requirement of Section 3.6 of the Teaching Services (Conduct of Duties) Order 1998, staff will communicate with the principal before making public comment or formal statement on educational issues or school programs. The principal and School Council president will ensure that each other are informed.

- The School Council has a unique position in the school community and is often privy to information not generally available to parents. All councillors will be guided by the school council charter.
- Action may be taken by individuals, the department or organisations against staff members who choose to communicate information improperly.

Staff:

- All staff will be briefed and given a copy of policies that relate to them. They will be required to read them.
- Staff will be given sufficient training as outlined in each policy.
- Staff will communicate with parents about student learning through various methods including student-parent-teacher conferences, reports, the website and notices/newsletters.
- Staff will organise meetings or have informal conversations with parents as required.
- Staff will complete a Staff Survey each year.

Students:

- Students will be briefed on policies that apply to them.
- Teachers will ensure that students are aware of any policy and policy changes that affect them.
- Student Agency meetings will allow for a student voice on school matters.
- Students will complete the Student Attitudes to School Survey (ATOSS).

Parents and the School Community:

- All policies and changes will be ratified through School Council.
- Access to relevant policies on the school website and through newsletters.
- Changes to policies that have a direct effect to the school community will be communicated through newsletters, notices, assembly or electronic media.
- The Annual Implementation Plan will be made available on the school website.
- Parents will receive student reports as per the DET guidelines and have access to parent-student-teacher conferences twice yearly.
- A Parent Survey will be conducted each year.

**2. Staff communication methods/schedule**

<b>Method</b>	<b>Schedule</b>	<b>Purpose</b>
Staff bulletin	Daily	To inform staff of absences, daily arrangements and upcoming events.
Calendar	Term	To provide an overview of school events including meetings, incursions/excursions and professional learning activities.
Staff Professional Learning Sessions (PLS)	Weekly	To provide a forum for whole-school professional learning. To align professional learning to the AIP goals and actions. To provide information, raise issues, review policies and discuss school management, activities and programs.
Leadership Meetings	Fortnightly	To ensure whole school cohesion, strategic planning and management.
Professional Learning Team Meetings (PLTs)	Twice weekly	To provide opportunities for teachers to collaborate to promote collective efficacy for improving outcomes for students. To use student achievement data to inform teaching and learning. To develop teaching strategies and share information and resources. To conduct action research into evidence based practices.

Consultative Committee Meetings	Two per term	To ensure workforce planning information is available to staff to allow informed consultation to occur prior to making decisions about matters related to the long-term planning for the following school year. To enable input from the union sub branch and provide staff representatives with the choice and opportunity to be involved in the consultation process in the school. It is important to note that consultation does not mean decision making. Nor does it equate that decision-making will simply be based on popularity of ideas or weight of numbers.
Education Support Staff Meetings	Fortnightly	To provide a forum to discuss issues that affect education support staff's working lives and impact on their ability to complete administrative tasks and/or to support students with additional needs.
School Improvement Team (SIT) meetings (school self-evaluation)	Two per term	To engage all staff in the review of current school practice and performance and set goals for strategic planning.
Strategic Plan	Every four years	To articulate the school's four year vision, goals and targets, and the key improvement strategies that will help it achieve those goals and targets. To focus on one or two evidence-based Improvement Initiatives known to have an impact on student outcomes
Annual Implementation Plan	Annually	To outline actions, roles, responsibilities, timelines and success criteria for the 12 month periods, leading to the achievement of the four-year goals in the Strategic Plan.
School Policies	On cycle for review and endorsement by the staff and School Council  Induction program	To help define rules, regulations, procedures and protocols for the school community. To establish a shared understanding related to the care, welfare, safety and behaviour management of students. To assist decision making to optimise student learning and wellbeing.
Staff Survey	Annually	To facilitate school staff in thinking about ways to enhance their work and ultimately student outcomes.
Performance and Development Review Meetings	Three per year	To implement whole school goals and provide professional support and feedback for staff.
Classroom Display Charts	Ongoing	To inform students, aides, parents and volunteers of rules, expectations, lesson concepts and learning goals or intentions.
Staff Handbook	Annually	To inform staff of school organisational matters, expectations, resources etc.

**3. Parents/Carers communication methods:**

Method	Schedule	Purpose
School Council	Minimum 8 meetings per annum	To enable parent representatives to participate in school governance. To ratify school policies and amendments. To table the Annual Report to the School Community.

School Policies	School website	To help define rules, regulations, procedures and protocols for the school community. To establish a shared understanding related to the care, welfare, safety and behaviour management of students. To assist decision making to optimise student learning and wellbeing.
Parent Opinion Survey	Annually	To enable broader consultation throughout the school community.
Informal parent teacher meetings	As required	To share relevant information to support individual students at any mutually agreeable time.
Parent Information Sessions and Forums	Annually	To inform and/or consult with parents about school initiatives and programs
School tours	Weekly	To inform new families about the school's learning programs, facilities and philosophy
Parent Workshops	Two per year	To 'train' parent helpers
Enrolment Pack Parent Handbook	Annually for Foundation and for new families when required	To provide new families with information about the school and associated community services
Newsletter	Fortnightly	To publish student achievements, report on school activities and outline upcoming events online.
Student Contact Details	Annually or as required	To ensure all student information, health information and contact details are up to date.
School Website	Ongoing	To provide information about the school, and its policies, programs and achievements.
Flexibuzz	As needed	To manage school community communication.
School Notice Board	As needed	To keep parents informed of upcoming school activities.
Front Office Staff	Daily	To provide a point of contact for parents seeking information or wishing to make an appointment with a teacher or school leader.
School Community Events	One per term	To foster a sense of school community through shared experiences, activities and information.

#### 4. Reporting to and from parents

Method	Schedule	Purpose
Student Reports	Twice yearly	To report on student achievement against the Victorian Curriculum achievement standards for every student at least twice per year using a five-point rating scale to show student progress and achievement
Parent Conferences	Two per year	To meet with students and parents to discuss student goals, strengths and areas of concern.
Student Support Group (SSG) Meetings	One per term and as required	To maximise learning and wellbeing outcomes for students with additional needs. To review individual education plans (IEPs)
National Assessment Program (NAPLAN)	Annually for Years 3 and 5	To assess Year 3 and 5 student performance in literacy and numeracy against National benchmarks.
Annual Report	Annually	To inform parents and the wider school community of the school's successes, activities and achievements throughout the year.

**5. Student communication methods**

<b>Method</b>	<b>Schedule</b>	<b>Purpose</b>
Student Agency	Minimum twice per term	To provide a forum for student voice and agency on school matters.
Attitudes to School Survey for Years 4, 5 and 6 Students (ATOSS)	Annually	To collect data about the opinions of students from Years 4, 5 and 6 to assist with planning, developing curriculum and supporting students. To gain an understanding of students' perceptions and their experience of school in regards to wellbeing, teaching, learning and school in general.
Assembly	Fortnightly	To recognise and share student achievements and interests and to provide relevant information about school and community events.
Circle Time	Weekly and as required	To provide a forum for the teacher and class to communicate with each other about issues, to solve problems, to promote self-esteem and to build positive behaviours.
Restorative Meetings	As required	To provide a forum for students to be accountable for their actions and to want to repair damage to relationships in the event of a conflict.
School Chaplain	As required	To enable students to discuss any concerns or issues they may have with a trained Chaplain.
Self-assessment and reflection	Daily	To provide important feedback to teachers on students' perceptions of their learning, effort and progress.
Student feedback	Daily	To provide information to the teacher related interests, ideas, learning and progress.

**Evaluation:**

This policy will be reviewed as part of the school's three year review cycle.

**Endorsement:**

This policy was ratified by School Council on

This policy is due for review in