

COMMUNICATION POLICY

Purpose

The purpose of this communication policy is to establish clear protocols for sharing information within our school community. Effective communication promotes transparency, encourages engagement, and ensures that all stakeholders are informed and involved in the educational process.

Scope

This policy applies to all forms of communication used by the school, including but not limited to newsletters, emails, WA messages, phone calls, social media, websites, and in-person meetings involving teachers, staff, parents, and students.

1. Communication Channels

- Official School Website: The school website will serve as the primary source of information for parents, students, and the community. Regular updates will be posted, including announcements, event calendars, and policy changes.
- Email Communication: Staff and parents will use email for official communications. It is encouraged that all parties check their emails regularly for important updates.
- Newsletters: The school will distribute monthly newsletters via email and/or printed copies. These newsletters will include important announcements, upcoming events, and highlights from the school.
- Social Media: The school will maintain official social media accounts. Content will be posted regularly to share news, achievements, and engage with the school community.
- Phone and WA Communication: For urgent matters, phone calls and WA messages may be used. This includes emergency notifications or situations requiring immediate attention.
- In-Person Meetings: Parent-teacher conferences, Principal meetings and Parent Support Group (PSG) meetings will be scheduled throughout the year to encourage dialogue between school and families.

2. Roles and Responsibilities

- **Administration**: School administration is responsible for ensuring timely communication of important information, overseeing the school's communication strategies, and serving as the primary point of contact for administrative inquiries.
- **Teachers and Staff**: Teachers will communicate with parents and students regarding academic progress, behavior, and classroom activities. Staff should respond to inquiries in a timely manner, typically within 24-48 hours.
- **Parents/Guardians**: Parents are encouraged to stay informed through regular

communication, participation in school events, and maintaining updated contact information with the school.

- Students: Students are expected to take responsibility for their learning by reviewing communications from school and communicating any questions or concerns with their teachers.

3. Guidelines for Communication

- Respect and Professionalism: All communication should be conducted in a respectful and professional manner, maintaining a supportive and positive school environment.
- Privacy and Confidentiality: Protecting the privacy of students and staff is paramount. Sensitive information must be handled with care and shared only among relevant parties.
- Feedback Mechanism: The school will provide mechanisms for feedback and suggestions from parents, students, and staff. This may include surveys, suggestion boxes, or forums.
- Crisis Communication: In the event of an emergency, the school will prioritize timely and accurate communication through multiple channels. Parents should ensure they have updated contact information on file.

Conclusion:

By adhering to this communication policy, we aim to foster a collaborative environment where all members of the school community feel informed, involved, and valued.

Version	Approved by:	Date of issue:
1	School Board	17 th March 2025