

Policy		
Policy Name Communication		
No.1	Version 1.1	
Date 2019	Owner: Anthony Hockey	
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Rationale

The purpose of this policy is to establish protocols and methods for internal and external communications within St Mary's school.

The Purpose of communication takes three forms

- Informing the community of what is happening?
- Promoting the School.
- Educating Parents

Policy Statements

St Mary's Catholic Primary School has the objective of enhancing and streamlining internal and external communications to reinforce St Mary's Catholic Primary School's vision and strategic priorities. This involves ensuring that information disseminated to staff and external stakeholders/parents is relevant, accessible, accurate, consistent across platforms, and appropriate in both content and quantity. St Mary's has a policy of open, respectful and cooperative communication.

St Mary's Catholic Primary School will continue to develop and trial new communication platforms, channels, and tools to improve information sharing and collaboration between St Mary's Catholic Primary School staff and community. The use of the platforms will be regularly reviewed to ensure they continue to serve the communication needs of the school and parent community.

This policy is to be implemented in a way that ensures compliance with relevant legislative requirements and standards of best practice.

Staff are encouraged to share information with their peers and the school community about activities and events which have an association with St Mary's Catholic Primary School. Staff will use the channels and associated tools for school purposes and in compliance with this and other relevant policies and procedures.

Users of these and other St Mary’s Catholic Primary School communication channels are expected to use them for school purposes, and comply with this policy, and other applicable policies and legislation.

Communication channels

The St Mary’s Catholic Primary School has a number of existing internal communication channels available, including:

Channel	Purpose
Staff Bulletin	Dissemination of information from the St Mary’s Catholic Primary School Executive to staff which is important and relevant to their interests, including training, employment vacancies and significant announcements.
Surveys	Occasional use to gather information and feedback from staff, community and students.
Staff Information Centre on St Mary’s Catholic Primary School website	Provides important information for staff only in an easily accessible location.
Facebook	Social media platform to inform the local community of events at the school, promoting the school and educating the community.
School Website	Provides information for prospective and current families which is appropriate for a public audience.
School App	Used to distribute messages to current school families about upcoming events and activities and reminders about excursions.
School Newsletter	Weekly all school newsletter used to inform the community about school news, announcements, events,

	Principal' message, community events.
Class Blogs	Class Blogs authored by year level teachers to communicate with families about what is happening in the classroom, upcoming events and reminders.
Class Newsletters	Class Newsletters may be used to inform families about what is happening in the class year level each term.
Internal Announcements	To provide immediate announcements to the whole school via the PA system.
School Reports	The report of a student's growth and progress is sent home to parents twice a year.
Hard copy forms/notes	Some communications will be distributed via hard copy form or notes. The information on the notes will be consistent with the content on other platforms.

Staff Bulletin

4.1 The Staff Bulletin informs staff of messages from the staff briefing. Information relevant to all staff. The Briefing meeting takes place at 8:30 in the staffroom on Tuesdays. Any staff member can add something to the agenda. Administration takes minutes of the meeting and distributes these minutes to all staff.

Surveys

St Mary's Catholic Primary School will conduct a staff engagement survey every year and other surveys from time to time. The results of the staff engagement survey will be made available to staff.

Staff surveys used the CEMSIS platform following the protocols of CEM.

Surveys should be disseminated to staff through the internal communication channels identified in this policy.

Information Centres

Administration is responsible for managing and maintaining the School and Parent Information Centres. The Staff Information Centre is to be used for disseminating information from leadership which is important and relevant to staff, students and the parent community.

Content for the Staff Information Centre is to be generated by the relevant area and forwarded to administration. It is the responsibility of the person contributing the content to ensure the content is factually correct. Depending on the type of content, contact details for queries and/or more information are to be provided by the contributor. The Parent Information Centre is the primary method of written communication with parents. It will be regularly reviewed and contains accurate and timely information for parents.

The Administration may edit content and publish the information on the appropriate platform.

Staff, Students and Parents can login to the appropriate Information centre through a Portal on the School Website.

School website

The Staff Website is an external communications channel and includes the Information Centre and school policies.

It contains information about St Mary's Catholic Primary School policies, procedures, forms and templates for staff. The website will continue to be developed to provide timely, current and engaging information on the school.

Facebook

Facebook is used to inform the community of events at the school, promoting the school and educating the community.

Facebook is managed by Administration and the School Principal.

The school must have permission to publish the image of any person.

The Parents and Friends Association can also post information about events on the School Facebook Page.

School App

The school app hosts the school events calendar and is used to distribute brief messages and notices to the Parent community. The school calendar is also accessible on the app. Administration manage the School App. Administration, via the app is the authoritative source on the School Calendar. Parents will be notified via the App to any changes to set event dates on the Calendar. The School App is used to communicate priority or time sensitive matters to parents; the school newsletter will communicate matters of a routine nature.

School Newsletter

The school newsletter is a weekly newsletter that goes home to parents via the Parent Information Centre. Administration collates the newsletter with contributions from the Principal, School Leaders and the Parents and Friends. The newsletter is generally distributed on a Wednesday after 2pm or as soon as practicable following scheduled school events. .

Class Blogs:

Class blogs are managed by the classroom teacher and can contain information, news and pictures.

Class blogs may contain the following areas

- What is being taught
- Events of the week
- Sport Days

Class Newsletters:

The class newsletter is sent out at the beginning of each term. Parents may subscribe to the class newsletter via the Parent Information Centre.

It contains

- Topic of the Term
- Key learnings of the term
- Events of the Term
- Incursions and excursions
- Sport and Library Days

School reports

Formal school reports are sent out twice a year to communicate how a student is progressing. The School report focuses on student growth.

School reports must meet the requirements for reporting for CEM and Victorian Department of Education.

Staff emails

Staff will regularly monitor and respond promptly to internal and external correspondence.

Internal Announcements:

Announcements during the school day should be kept to the minimum to avoid disrupting learning time. Where possible announcements should only occur just before a break time.

Accessing Staff

Consistent with St Mary's school policy of open and accessible communication, teachers will initiate contact with parents as appropriate to raise any issues in between the formal review of school reports. Requests for individual meetings with teachers should be directed to the school office for distribution and action. Administrative and procedural matters should be raised with School Administration.

Application of policy

This policy applies to all staff.

Policy review

This policy will be reviewed and updated at least every five (5) years from the approval date, or more frequently if appropriate.

Revision Record

Date	Version	Revision Description
2019	1.1	This policy was written and ratified in 2019
2020		