



## SANDRINGHAM EAST PRIMARY SCHOOL COMMUNICATION POLICY

### **Rationale:**

It is essential that staff members of the school communicate information with established school values and protocols so as to preserve the professionalism of the school, to protect the rights of individuals, to uphold our duty of care to students, and to comply with departmental and legal requirements.

It is also essential that School Council, School Council committee members and school community members communicate effectively and respectfully according to the school's values.

### **Aims:**

- To ensure that the communication of information is carried out in a manner that complies with school, departmental and legal requirements.
- To ensure that the whole school community has appropriate knowledge of and commitment to the school vision and values as approved by School Council.

### **Implementation:**

- Our school has a policy of open, respectful and cooperative communication.
- This practice recognises that staff members have legal, departmental, local, professional and social obligations with regards the communication of information.
- Department of Education and Training employees are free to make public comment on issues relating to education, but in doing so, must be wary not to make comments that are unsupportive of our school, School Council, our community, staff or community members.
- 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 that bears on the organisation or program of the school or place of work. The Principal and School Council president will ensure that each other are informed and will obtain advice from the DET Media Branch for any contentious or legal issues.
- 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.
- The school will only collect consensual information that it requires about individuals, and will only communicate and disclose information for the purposes for which it was collected.
- Private information will be disposed of in accordance to DET requirements 'General Disposal Authority for School Records – Public Record Office Standard (PROS0 01/01' and disposed of in a secure manner once its retention is no longer required.
- Any person seeking information from the school that falls outside the school's previous 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 Department of Education and Training Freedom of Information Unit.
- Information sought by police, including interviews of students must be directed to the Principal.

- Requests from Department of Human Services child protection unit personnel regarding students or families will be referred to the Principal and complied with at all times.
- The school will comply with court subpoenas to provide information at all times, but will not respond to requests from lawyers seeking information without Education Department and Training approval.
- Action may be taken by individuals, the department or organisations against staff members who choose to communicate information improperly.
- We will provide a minimum of two written reports and two parent-teacher interviews about students per year. This includes an opportunity for a 3 way (Parent-Teacher-Student) conference and multimedia digital portfolio in mid-year.
- Additional interviews will be arranged upon agreement with teachers and parents as required
- Parents with students in the Disabilities Program will have a Program Support Group Meeting ( PSG ) once per term.
- Other communication strategies with parents will include:
  - School Council, School Council committees, PFA / Class Parent meetings monthly
  - A weekly electronic newsletter with links to important aspects of the school as well as wider school and local community announcements
  - A level newsletter each term from level teachers about expectations of students and learning for the term.
  - Use of [Konnective](#) for important and urgent information which needs to be relayed. Konnective is available on the Apple AppStore and on Google Play.
  - The website will display information and links which are helpful to parents.
  - Parent “Morning Tea “ Classroom level tours with the Principal and Assistant Principal
  - Invitation to relevant information discussions led by staff or external presenters.
- Communication between staff will include :
  - Open door policy for staff with Principal and Assistant Principal
  - Weekly area and staff meetings which are minuted
  - Level meetings fortnightly with strong leadership by Leading teachers and sub-leaders
  - School Improvement Team meetings weekly
  - Regular and ongoing liaison between Education Support Staff, Principal and Assistant Principal
  - Strong connections and team work between Education Support staff
  - Curriculum meetings and professional learning is ongoing
  - The Principal prepares a weekly Staff newsletter – Sandy East Informer for all staff on a Sunday to set up the week
  - Daily Intranet news is prepared by the Assistant Principal
  - Detailed planning documentation of curriculum
  - Leadership and teacher planning days each term
  - Induction Program for new staff
  - Consultative Meetings agendered regularly
  - Social events and celebrations planned by the Social Committee

### **Evaluation:**

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

**Approved by School Council March 2015**