



## GLENDAL PRIMARY SCHOOL COMMUNICATION POLICY

### Rationale

- The school will encourage and maintain the ongoing sharing of information and ideas;
  - o throughout the school and its community in order to improve learning outcomes
  - o to promote an understanding of the school's operation
  - o to facilitate wide community involvement in planning the future direction of the school
  - o between the DET and the school community.

### Guidelines

- The Principal will maintain lines of communication with the DET and the General Manager (North Eastern Victoria).
- The Principal will:
  - o inform the school community of administrative and organisational procedures
  - o provide details of curriculum policies and programs
  - o encourage interest in the activities of the school.
  - o
- The Principal will ensure that School Council and Committees are informed of Department regulations and guidelines.
- School Council will encourage parent participation in the activities of the school.
- Teachers and parents will communicate regarding student progress and curriculum expectations and content.

### Implementation

- The Principal will attend meetings with the:
  - o Minister for Education and General Manager
  - o Regional Director (Eastern Metropolitan Region)
  - o Principals and network leaders at Principals' and Network Meetings.

Communication to Parents will be facilitated by these means:

- The school Annual Report will be available for parents via the school website each year
- A termly calendar of school events and activities will be available to parents via the school website
- Class blogs will be set up for year level regular communication with parents
- The school will produce a parent information handbook, detailing administrative and organisational structures on enrolment (copy to all families)
- Relevant school policies will be available to parents on the school website
- The school will present parent information sessions conducted during the year
- A weekly newsletter will be issued to communicate school information and activities as well as administrative details. The newsletter will also be available on the school website and via email on request by parents

School Council Communication will be facilitated by these means:

- The Principal will liaise with School Council and Committees to facilitate the delivery of relevant Departmental information.
- The School Council will provide access to Regional induction programs for new School Council members.
- School Council will invite parent input when drafting and reviewing school policies.
- Parents will be encouraged to attend School Council meetings.
- Parents will be encouraged to participate in the School Council Sub-Committee structure.
- The School Council will approve the annual goals for the school
- Reports of ongoing activities of School Council will be communicated to the School community through the School Council Newsletter.

Teachers, including specialist and class teachers, will communicate student progress and curriculum content and expectations to parents by:

- class information evenings conducted in Term One
- curriculum information meetings
- interview (by appointment) and scheduled interviews mid-year
- written reports twice each year

Please note

Teachers do not provide parents with copies of class tests for the following reasons:

- These are for the teacher's information in planning differentiated curriculum programs and assessment along with many other forms of assessment
- The test is only a small snapshot of the child's achievements
- Parents are provided with ideas of how to help their child (reports, parent meetings)
- Children receive official reports of their child's achievements twice each year
- Where teachers are concerned with a child's progress they will contact parents prior to officially scheduled parent teacher interviews and the production of official student reports.
- Parents are always welcome to contact their child's teacher and arrange an interview where they have concerns with their child's wellbeing, learning and achievement or for other matters

Communication between staff will be facilitated by these structures:

- Leadership Team
- Consultative Team and Co-ordinators Team Committees
- Whole staff, year level and other staff team meetings (eg. OHS, Curriculum, JEM)
- email / intranet
- Staff Information Handbook
- peer support when appropriate
- dissemination of information through curriculum coordinators/committees.

Communications between staff and students will be facilitated by these structures:

- Monday assemblies (to publicise and report on school activities and achievements and to impart organisation information to students)
- Student Representative Council will provide students with a means of raising issues of importance and concern.

The Principal will maintain communication links with community organisations and professional bodies, such as:

- City of Monash
- Regional, district and support personnel
- Local Pre-Schools
- Local Secondary Schools (see Transition Policy).

### **Evaluation**

Evaluation and review will be in line with the schools policy review process.