

**Holy Family Primary School
GOWRIE**



COMMUNICATION

Policy



Communication Policy

Related Policies

CE Guidelines for Professional Conduct in the Protection of Children and Young People.

HF Grievance and Dispute Handling Policy

HF Parent Network and Ambassador Policy

HF Student Welfare and Management Policy (SWAMP)

HF Student Leadership Policy

Purpose

To ensure open and clear communication between all members of the Holy Family school community.

Policy

At Holy Family we believe:

- Communication should be open and honest at all times.
- Staff, students and parents need to be informed of events in and around the school on a regular basis always being mindful of the dignity and respect of others.

Definitions

Communications are all contacts between members of the school community whether written, verbal or electronic.

Procedures

Staff Communication:

- The school's Strategic Plan, Annual Improvement Plan and Literacy/Numeracy Plans are published and available for all staff.
- Professional Learning Plans are aligned to the Professional Teaching Standards for Teachers. All teaching staff engage in a professional conversation with the Principal twice per year (Term 1 and Term 4). At these meetings goals are articulated and later, evidence is provided as to how teachers have met their goals. Teachers also provide evidence of 20 hours of professional learning undertaken through the year.
- Weekly Principal and Assistant Principal memos are published on the school's intranet to inform staff of school and Archdiocesan happenings.
- The term calendar published on the intranet site, the school's website, attached to the final newsletter each term, is on the staffroom whiteboard and is updated as required to inform staff of upcoming events.

- Each Thursday the staff meet for a brief Admin meeting and Prayer at 8.30am. Staff list issues of concern on a small whiteboard in the staffroom prior to the meeting. These are discussed at the meeting. Minutes of the admin meetings are recorded and placed on the school intranet. Weekly staff meetings are held on Tuesday afternoons and address curriculum and professional learning.
- Staff gather for Prayer each Tuesday and Thursday morning.
- Email – Sharing of information and communication.
- Rosters and whole school timetables that underpin the structure of the school day.
- Members of the Leadership Team will meet each week to discuss school matters. Minutes are published and available to all staff via the school's intranet.

Parent Communication:

- School Website- Annual report, Policies, calendars and reminders are regularly updated.
- Grade Term letters are distributed to parents in week 2 of each term.
- The parents are emailed a weekly newsletter containing relevant information for the school community. Hard copies are provided to those who request and are also available at the front office. Many parents also access the newsletter through the Skoolbag APP.
- Meet and Greet evening (Yrs 2-6) and Introductory Parent meetings (K and Yr 1) are held at the beginning of Term 1. Parent/Teacher Interviews (Kinder) and Three-Way Conferences (Yrs 1-6) are conducted in Terms 2 and 4 each year.
- Holy Family Parent Ambassador aims to build links through facilitating processes to ensure that the voice of families is sought and heard in relation to their engagement in the life of the school and parish.
- The Parent Support Network is set up to provide an additional link between home and school activities, and to assist in providing extra support to parents and teachers through contact networks.
- The Principal presents a report to the School Board each month. A summary of the Board meeting is published in the newsletter titled: "Board Shorts".
- The minutes of P &F meetings are tabled and distributed to parents with the school's website.
- Any notes being sent home by teachers must first be sighted by a member of the Leadership Team. A copy of notes will be held in the front office and saved on the teacher's drive.
- Should a teacher wish to communicate with parents this may be done via a phone message, email or a written note.
- Parents need to send a written note or via the Skoolbag APP to the teacher following a child's absence explaining the reason for the absence.

- Parents are encouraged to contact teachers via phone, letter or email should they wish to discuss any issues. The first point of contact should be the classroom teacher.
- Parent workshops are presented as needed, however, each year a pre-Kindergarten Expo is held in November, to showcase the Holy Family School and Corpus Christi parish community.
- Parents of prospective Kindergarten enrolments are invited to attend the Open Day and in November attend a half-day orientation.
- Flyers and correspondence regarding excursions and whole school events.
- Invitations for parents to attend special occasions such as Mother's day morning tea, Father's Day BBQ, Grandparents Day, Assemblies and whole school events.
- School Counsellor to enable parents to discuss social, behavioural and psychological issues.
- Parent / Teacher interviews whenever the need arises. Formal interviews offered in Term 2 and Term 4

Student Communication:

- Year 6 Leadership team (SRC).
- All students in years 4-6 have a Google Drive account which enables emailing and collaboration between students.
- School Counsellor to enable students to discuss any issues of concern.
- Assemblies that recognise and share achievements and information.
- 'Open door' policy to enable students to raise issues or ideas to be discussed in the school.
- Student Diaries on iPads for students in Years 4-6.
- Buddy Program and peer Support Program.

References

Nil

Forms

Nil

Approved by:	Holy Family School Board
Implementation Date:	
Policy last Updated:	August 2014
School Contact Officer:	Anne-Marie Marek