

Croydon Hills Primary School

Communication Policy



Policy Statement

At Croydon Hills Primary School, we understand that good communication is a two way process and needs to be regular, relevant and timely so all concerned staff, students and parents acquire details as required. We recognise and expect that everyone will, in any form of communication, adhere to respectful and polite behaviours at all times.

Rationale

Good communication is central to our community being informed about all that happens in and about our school.

The many different forms of communication at our disposal and used in society encourages everyone to become more involved and fully informed about our school community.

Implementation

Croydon Hills will meet its commitment to engaging in successful communication through providing open and transparent information about all our programs and procedures. This document aims to outline communication responsibilities for our staff, students and our parents to support everyone to become fully informed and to strengthen the home-school partnership.

Staff will:

- complete a level term newsletter and have it available on the school website and via Compass by the end of week 2 in each term
- respond to emails within 48 hours (school days)
- contact their child's parents if they have concerns for the child's welfare either by email or a phone call
- have notices and information for parents either sent home as a hard copy or uploaded onto Compass at least two weeks before a notice is required to be returned signed
- ensure their team is informed about agenda items from meetings attended as their team representative
- ensure notices are sent to the office so that office staff know what is happening in the school
- ensure two class representatives are sent to the office each day at 3:15pm (as per school announcement)
- to collect information and notices
- clearly communicate expectations to parent helpers.

Parents / Guardians will:

- check the school website and login to Compass regularly (minimum 1-2 times a week) as well as every
- Thursday for whole school newsletters and other information

- support their child/ren to establish routines around daily procedures for their communication satchel /notices / emails or iPads
- sign in to the office when they visit, in line with the schools' emergency management procedures
- abide by the Parent Concerns and Complaints protocols
- become familiar with the school's policies and procedures
- contact their child's classroom teacher, or level team leader, if they have concerns for their child's
- welfare either by email or a phone call
- contact their child's classroom teacher, by email or a phone call, to book an appointment time if they need to speak further about any matters regarding their child
- inform school of reasons for their child's absence in writing by either email, a letter or via Compass
- adhere to Parent Helper guidelines when supporting learning programs within the school.

Students will:

- speak with teachers if they are experiencing problems at school
- hand or give notices promptly to either their parent or teacher
- respond to teacher emails promptly (Senior Students)
- bring to school their communication satchel / take home books / iPad everyday
- speak to a yard duty teacher if they are experiencing difficulties in the yard, if they witness somebody having problems, or notice damage in the yard.

Review Cycle

- Ratified by School Council - May 2018
- Review Date - May 2020