



Communication Policy

RATIONALE

All communication between member of the Mulwala Public School community, including staff, parents and students should reflect the Mulwala Buddy Values taught at the school. It is expected that both written and verbal communication reflect these values and be implemented in all situations to school life.

The school encourages parents to be involved actively in their children's education and in the school generally, as we believe strongly that involvement enhances student learning. For this reason the school places great emphasis on the establishment and maintenance of effective channels of communication with parents with parents and the wider community.

Effective communication between all community members is essential for:

Developing positive, productive relationships between the school and all members of the school community, ensuring parents and staff feel valued and supported;

Sharing information in regard to student learning and wellbeing to enable parents to support and guide their child;

Ensuring good management and clear understanding of school systems, policies and procedures;

Implementation of structured communication methodologies, supporting effective management and administration across the school.

Communication from the school will be electronic, written and verbal. All correspondence will be professional in manner, ensuring appropriate language, grammar etc are used at all times.

IMPLEMENTATION

Communication with parents

Written correspondence must be on the school letterhead, be proofed by the Principal, signed by the teacher and Principal and copy kept on file.

May include, but not limited to:

School newsletter- published each Monday and distributed via the youngest child in the family. Also distributed via School eNews, school website and school Facebook page.

School Website- providing up to date information about school organisation, procedures and includes a calendar of events.

School Facebook page- providing up to date information

School information booklet- providing details of school operational information and is available on the school website

Class newsletters- from teachers, indicating the current learning in the classroom

School Activity Permission Notes- given to specific students regarding excursions, incursions, extra-curricular and sporting activities

Annual School Report- includes information of the school's achievement, strategic directions and priorities and is available on the school website

School Plan- includes information about the school's strategic directions and is available on the school website.

Student Reports- distributed at the end of each semester

Parent-Teacher- Interviews- will be held twice per year

Class Dojo- <http://www.classdojo.com/>- parents are notified electronically of points their children earn for displaying learning skills. Parents and teachers can communicate via messages.

SeeSaw- <http://web.seesaw.me/> Parents are notified electronically of their child's learning through work samples, videos, photos, notes and links. Teachers and parents can comment of the child's learning.

Telephone calls- parents may be contacted regarding an issue at school or to be informed about positive behaviour.

Email- parents may contact teachers via the professional email

Assembly- These will be held fortnightly

School Sign- This will be updated weekly with current events

School Whiteboard- This will be updated daily with change of routines

Yarrowonga Chronicle- the school will place regular articles in the local newspaper

Information opportunities- parent volunteers, school functions

Communication between staff

May include, but limited to

Weekly Planner- prepared by the principal in Google Docs and shared with the staff outlining the events for the week.

Communication Meeting- held each Friday morning. Minutes shared with the staff

Professional Learning Meeting- held each Wednesday afternoon

Staff Whiteboard- **events are entered on the 4 term calendar in the staff room.**

Google Calendar- events are updated on a shared calendar

Google Apps- Information is shared via Google apps.

Responsibility of the Principal

The Principal will:

Consult with parents and plan to promote parent involvement and participation

Endeavour to foster the interest, knowledge and skills of parents who have not previously been involved

Ensure information is made available to parents, establishing new channels where necessary

Monitor and evaluate parent participation practices

Responsibility of the Teachers

Teachers have the responsibility to

Ensure parents feel welcome in the classroom and are involved in class activities where possible

Build good relations with parents and students

Supply parents with all relevant information about their child's education

Seek the views of parents on matters relation to their child' education

Promote parent's participation in the education of the child

Create a welcoming environment for all members of the school community

Responsibility of Parents

Parents have a responsibility to

Work in partnership with school staff, other parents and students in the interest of their child's education

Show an active interest in their child's schooling demonstrating support at home for school initiative programs

Express their opinion in relation to school matters

Communicate concerns in a manner which allows for positive action to be taken

Support the implementation of school policies

Assist the school by supporting a set of shared values and expectations

EVALUATION

Communication between school and parents will be monitored regularly both formally and informally. Changes will be made to strategies as deemed necessary by staff and parents. Formal communication strategies required by the Department will be implemented.

Developed 19 June 2015

Shared with school community

Uploaded to school website