

# BURRAWANG PUBLIC SCHOOL



## COMMUNICATION POLICY

REVISED 2014

### Rationale

Good clear communication between the school and the community is vital to ensure all parties are well informed and have the opportunity to share information or discuss issues (positive or negative).

Parents, students and school staff all have responsibilities related to creating an open line of communication.

### School staff

School staff will communicate information to parents/families in the following ways:-

- Providing “meet the teacher” meetings early in term 1 to outline class routines.
- Organising individual parent teacher meetings in Term 2, and following school reports or other times, as required.
- Sending home a fortnightly newsletter which outlines upcoming events, as well as sharing activities/photos of school activities and achievements. This newsletter will also be available on the school website.
- Providing information related to classroom or school activities through the school website. This will include keeping the school calendar as up-to-date as possible.
- Providing written notes/information related to any excursion, or school activity. Spare copies of these notes will be available in the display holders at the front desk. Where possible, these notes will also be posted on the school website.
- In line with encouraging children to be responsible learners, staff may from time to time, give some information to students verbally. (Any important information will be accompanied by a written note)
- Providing an annual school report to parents each year. This will be posted on the school website and notification of this reported in the newsletter.
- Providing class information to parents at least once each term on the school website (school years section)
- Posting current information on the school sign.
- From time to time, reminders or urgent information may be sent to parents as a bulk SMS or email.
- Please note that school staff members are only allowed to communicate information about children to their own parents. This includes comparing levels of achievement.

### Parent/carers

It is the responsibility of the parent/carer to:-

- Provide the school with up-to-date contact details.
- Provide the school in writing, (via note or email) in a timely manner, any relevant information related to their child. Eg absences and health care needs.
- Make an appointment with their child’s class teacher or Principal if they have any issues/concerns that need to be discussed.
- Check their child’s bag for notes/information sent home from the school.
- Return notes to the school in a timely manner.
- Contact the school if they need further information or clarification around school activities.

- Accept any verbal messages given by their children as true. (They are learning to be responsible for their own messages) If in doubt, please contact the school.
- Regularly access the school website to check for current information, including calendar details, notes and newsletters.

*Methods of communication available to parents:-*

- School phone – 48 864261 – Please note there are no office staff on Mondays and every second Friday. There is an answering service available. This will be checked daily.
- Email - Staff will endeavour to reply to all emails as soon as they can.
- In person – In general you will need to make an appointment as teachers are often busy before and after school.
- School mobile (excursions, carnivals) – 0477 398260
- Please note – It is not appropriate to contact staff directly on their personal or home contacts. Staff have a right to their privacy.
- The Department of Education and Communities recommends that school staff not communicate with parents/students through personal social media sites. Please do not attempt to “friend” staff members on these sites as you may be refused.

## **Students**

It is the responsibility of students to:-

- Take home notes from school and give these to their parents promptly.
- Hand in notes to the office/teacher promptly.
- Pass on any verbal information to parents.