



ROSE PARK PRIMARY SCHOOL

✓ Be Caring ✓ Be Respectful ✓ Be Honest ✓ Be Courageous

SCHOOL COMMUNICATION POLICY

Rationale

Effective communication supports the overall efficiency of the school, improves the learning opportunities for students and assists in developing the partnership between the school, the student and the home.

Principles

A communication plan that outlines the nature and purpose of our communications and sets them in a planned timeline will ensure that we obtain the greatest impact from the communication provided. All staff will be made aware of the intent behind school communication in order to develop a common understanding of the school's role in developing our established partnerships.

Policy Statement

Rose Park Primary will provide communication giving consistent messages and a tone that is regular, clear and articulate, engaging and informing our community as partners in the education process of the students.

Operational guidelines

Process

For each format of communication, background principles are provided, and a timeline of production is displayed. Staff need to match these timelines to the school's meeting planner and whiteboard planner in order to develop timely and relevant communication that meets the given purpose and intent. All school communication will use the established design style.

Newsletters

Are published every three weeks, starting in week three of each term and are available via the Skoolbag app and the school's website. The newsletter is the school's main form of general communication. It should include an overall comment from the Principal addressing the current news in the school, a Governing Council report following each GC meeting, plus a host of general news from stakeholders in the school to advertise coming activities or recent events. The tone of the newsletter is professional while written in a style to appeal to a wide audience that includes our students.

Annual Report

This will be produced at the end of each school year for presentation at the AGM in February of the next year. It is a summary of the year's work, including statistical data that provides evidence of school growth as related to the school's strategic directions. The audience is the wider educational community and a copy is forwarded to DECS

Annual Report summary

A summary of the Annual Report is produced and sent home with the newsletter coinciding with the AGM. Its purpose is to highlight school achievement with a view to enticing our readers to view the full report and to keep them informed of school growth and successes.

Web Site

This site is a window into the school's activity. It is snapshot of the current staff, programmes and activities, with links to past activity and previous school achievement. The purpose is two-fold – for current families it is a record of our work that can be revisited, for new families, it is a record of successes and achievements that identifies what our school offers students with a view to encouraging future enrolments.

School app

The newsletter is sent home via email, and posted on the Skoolbag school app. An alert in the form of a text message accompanies the arrival.

Minutes of GC and subcommittees

Subcommittee minutes are usually recorded electronically during the course of each meeting and where possible they are emailed to all members the following day. They are a record of discussions and provide recommendations to GC for further action or endorsement.

GC minutes are provided to all councillors via a package of information that is distributed on the Thursday preceding each GC meeting. The package contains GC minutes, sub-committee minutes, relevant correspondence and an agenda for the next meeting as set by Executive on the Wednesday prior to the GC meeting, plus any other material as determined by Exec. GC meetings are held in week 4 and 9 of each term on the Monday night. Subcommittees plan their meeting times to coordinate with the GC package distribution timeline and the setting of the agenda.

Acquaintance evening

This is held in the first few weeks of term one each year. All staff produce a handout for parents that outlines their planning for the coming school year. The purpose of the night is to begin the process with the new set of class parents in building the links to the home, while at the same time allowing for parents to review their expectations regarding as to what the year may hold for the student.

Reporting

Reports go home to parents / caregivers at the end of term 2 and on the last day of the school year, term 4. A record of interview is sent home at the end of Term 1 following the interviews which are held in weeks 9 and 10 of the term.

Miscellaneous notes

Staff send home miscellaneous notes as required. All formal communications are provided to the Principal for approval prior to distribution. Dates and times need to be checked against all whole school planning.

Other:

- Regular newsletters and / or reviews

This information is sent home regularly so that parents are aware of units of work, classroom happenings, organisational issues and student attitudes.

- Reading Diaries

These record books are sent home nightly and contain comments about students' daily reading. This is a two way communication that informs both parents and teachers.

- Term overviews - If not connected to the class newsletter, then classes send home at the beginning of each term a broad outline of the planned work for the coming term. The purpose is to provide information for both students and parents on the programme as part of the relationship development.