



MILING PRIMARY SCHOOL

COMMUNICATION POLICY

RATIONALE

All stakeholders in the school community are more likely to support and contribute to the school if they are:

- Kept well informed
- Involved in the decision making process

NB: 'School Community' includes students, parents, school staff and other interested community members.

AIMS

- To enhance the decision making process by ensuring that members of the school community are kept informed about matters relating to the operation of the school.
- To encourage school staff to become involved in keeping parents, students and their colleagues, and the wider community sufficiently well informed so as to gain and maintain their support for, and confidence in, the operation of the school.

IMPLEMENTATION

All staff are encouraged to keep others in the school community informed through the following avenues.

Staff

- Announcements in the staff room at recess and lunch.
- Messages on noticeboard in the staff room.
- Weekly Muster Meetings – Wednesday 2:30pm.
- Updates via the Monday Memo emailed by the Principal each Monday morning.

Parents, Students & Staff

- School Newsletter to parents and community members. This communication is distributed on a fortnightly basis of each term to all families involved in the school and all community members who contribute to the newsletter fund. Copies are also emailed to various nearby schools.
- Assemblies. Assemblies are generally held twice a term with the Junior Room providing an item for one, and the Senior Room providing an item for the other. The room not providing an item will provide a 'bring and brag' segment where they bring a piece of their work with them to show parents.
- Open classrooms. Classrooms will be open once a term after an assembly for parents to have the opportunity to visit and view their child's work.
- School Website. Staff are encouraged to update the school website once a week with information about their classroom activities throughout the week. Important forms and policies will also be available on the website

Parents & Students

- Notes home regarding special events. For example; parent meetings, swimming carnivals etc. All staff must ensure that written communication going out from the school is cleared by the Principal and placed on a school letterhead to ensure that it is within the spirit of school intent and the copy is the best product we can deliver.
- Communication Books. Parents write student absences, travel arrangements etc in these books. The books are property of the school and therefore are only used for school based communication and are kept by the school at the end of the year.
- Parent Information Sessions. These are held by the classroom teacher at the beginning of the year to give the parents an opportunity to meet their child's teacher and understand their classroom procedures and routines. If a teacher commences work after the parent information sessions are held, they will hold another within a month of their arrival.

Parents & Students Continued

- P&C Meetings held after assemblies.

Students

- Messages on the board inside the classroom.
- Staff are encouraged to recognise achievement of individual students by sending positive notes home.
- Staff are encouraged to communicate to parents areas of concern with individual students by discussing such issues to seek parent supports. Cooperation is more likely to be forthcoming if recognition for achievement has also been communicated.
- Assemblies.

School and Wider Community

- Community Newsletter sent out fortnightly.

EVALUATION

The Miling Primary School Staff will review the effectiveness of this policy each year, with a formal update every two years (unless deemed necessary to do so earlier).

School Board Endorsed March 2017