

	FRANKSTON PRIMARY SCHOOL Communications Policy	Developed 2018 Review: 2020
---	---	--

POLICY STATEMENT

At Frankston Primary School we acknowledge and understand that open and effective communication is vital to the health and wellbeing of the school community. Effective communication encompasses the exchange of ideas, where people feel they have been heard and their opinions valued, and where information is clear and accurate. All communication needs to be timely, relevant, accurate, concise, honest and reciprocal.

AIM

- This policy aims to outline communication responsibilities of School Council, staff, students and our parents/carers to support everyone in our school community to be fully informed and to strengthen the home/school partnership.
- Provide collective understanding and processes to ensure that parents/carers, students and staff have a common goal of effective communication.
- Promote understanding and cooperative teamwork between the school, parents/carers and students.
- Promote active participation of the whole school community in effective communication.
- Contribute to the best learning outcomes for students.

IMPLEMENTATION

Frankston Primary School will meet its commitment to engaging in successful communication through providing open and transparent information regarding the school's policies and procedures on the care, safety and welfare of students to the school community. This will be available through the school newsletter, on the school website, and through communication with School Council and the Parent and Carers as Partners' Association.

Communication will include items such as:

- Child Safe Standard Practice information, updates and reminders
- Student Safety and Student Wellbeing information
- School Administration communication to enhance school-home communication, such as:
 - on activities and whole school events;
 - school fees and payments;
 - Curriculum, Assessment and Reporting
 - School Policies, Schedules and Reports to the school community, including School Annual Report, School Strategic Plan & Annual Implementation Goals.

Staff are expected to:

- respond to emails within two working days. If a staff member is unable to respond in full to the query made, then it is expected that a short email or phone call explaining that the matter is being looked into or information gathered is sent within the 48 hours.
- contact a student's parents/carers by phone if they have any academic or wellbeing concerns regarding the student.
- ensure that all notes and notifications are handed out to students in a timely manner before the event.

Parents/Carers are expected to:

- call the office before or on the day to notify the school of their child/rens absence.
- call the office or contact their child’s classroom teacher to notify of plans for an extended holiday before the planned holiday dates.
- ensure that incursion/excursion consent is approved prior to any activity.
- access and read the school newsletter as distributed fortnightly.
- access and read their child/ren’s class newsletter as distributed by learning areas on Week 2 and Week 8 of each term.
- support their child/ren to establish routines around daily/weekly procedures for their Reading bag / notices / homework.
- sign in to the office when they visit, in line with the school’s Visitor’s Policy
- become familiar with the school’s policies and procedures.
- contact their child’s classroom teacher if they have concerns for their child’s wellbeing or academic progress in person or via phone call.
- contact their child’s classroom teacher by phone call to book an appointment time if they need to speak further about any matters regarding their child.
- adhere to Privacy Guidelines Policy and the school’s Child Safe Policy when supporting learning programs at the school.

Students are expected to:

- speak with their teachers if they are experiencing problems at school.
- hand or give notices promptly to either their parent/carers or teacher.
- bring their Handy Pouch (reading bag) / homework to school as required.
- 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.

School Administration will communicate to parents/carers through the following platforms:

- Updat-ed (School App for sending out message updates)
- written notification when a student attends the First Aid Room
- Newsletter via school distribution – every odd week of the term
- Level Newsletter via school distribution – week 2 and week 8 each term
- School Assembly Announcements held on Monday mornings
- Letters home via post / school bags
- Financial Statements/Invoices via post / school bags
- Notices on paper sent home in school bags
- Website - the school website provides information to the school community and wider community.

DEVELOPED	2018
PRINCIPAL	Renée Kennedy
SCHOOL COUNCIL PRESIDENT	Chad Wilson
EVALUATION	This policy will be reviewed as part of the school’s three year review cycle, or as required due to changes in relevant Acts, Laws, DET mandates, or should situations arise that require earlier consideration.