



# Morwell Central Primary School

## Communication Policy 2022

### Rationale:

It is essential that staff members of the school communicate information in agreeance with established protocols to preserve the professionalism of the school, to protect the rights of individuals, to uphold our duty of care to students, and to comply with departmental and legal requirements.

### Aims:

To ensure that Morwell Central Primary School is a thriving and successful school, we must communicate effectively with each other, with our pupils, with their parents and with other members of the wider community. We need to ensure that communications between all members of the school community are clear, professional, timely and appropriate.

### Implementation:

The processes listed below aim to ensure timely and effective communication and information delivery.

#### All Staff:

- Morwell Central Primary School has a policy of open and cooperative communication. This practise however recognises that staff members have legal, departmental, local, professional and social obligations with regards to the communication of information.
- As a matter of professional courtesy, and as a requirement of Part 11 of the Teaching Services (Conduct and Duties) Ministerial Order 1999 staff must be civil, courteous and observe fairness and equity in all official dealings with students, the public, other employees at the school and other person employed by the Department or a School Council.
- All staff have access to school policies via policy folders located in each Learning Hub and newly ratified policies are distributed as a hard copy at staff meetings.
- Staff at Morwell Central Primary School will communicate regularly with each other, preferably face-to-face, to ensure information is available and understood within the context of the classroom and working environment.
- All staff will be informed and have access to information in order to be as effective as possible in their role and to support their work within the school.

**Leadership Staff:**

- Leadership staff will ensure information is made available to staff in a timely manner and via appropriate channels, where practicable face-to-face.
- They will ensure that staff have the relevant information available to communicate with colleagues effectively.
- They will maintain open channels of two-way communication and to listen to feedback and comment from all staff.

**Internal Methods of Communication:**

- All staff will receive a Staff Handbook, updated annually, providing them with important information about organisation and procedures within the school.
- A weekly bulletin is emailed to every staff member prior to the beginning of the week and a copy also placed on the staff notice board.
- All teaching staff are required to attend formal meetings, invited to contribute to the agenda, and are structured and minuted. These minutes are available on Office 365 for all staff to access.
- Events are discussed in advance at meetings but staff also have responsibility to check future actions.
- Time is scheduled for structured opportunities for staff to engage in team working, and to contribute to subject leaders' reflection on priorities, activities and future plans.
- For all other meetings, notes should be taken, action points progressed and feedback given to staff.
- Information and notification of initiatives are communicated through the use of email where appropriate. This is a quick and effective manner of communicating information, however it should not replace face-to-face meetings where discussion is required.

**External Methods of Communication:**

- Whilst staff will always seek to establish open and friendly relationships with parents, they will also ensure that the relationships are professional. To this end parents should always be addressed in an appropriate manner.
- All staff at Morwell Central Primary School will make written communications as accessible and inclusive as possible. We seek to avoid bias, stereotyping or any form of racial discrimination. We wish to recognise and celebrate the contributions to our society by all cultural groups represented in our school.
- Staff will not communicate with parents or pupils via social networking sites or accept them as "friends".
- Morwell Central Primary School will also make reasonable adjustments to our arrangements if this will enable a parent with a disability to participate fully in a meeting at our school, or to receive and understand communication.

**Parents/School Community:**

- Morwell Central Primary School maintains an open-door policy and encourages parents to visit the school throughout the year.
- The homeroom teacher and Learning Hub Leader should always be the first point of contact for parents.

- An enrolment pack will be provided to new families and the families of Prep students.
- Parents are readily able to communicate with teachers face to face at any mutually agreeable time throughout the school year, electronically by sending an email through to the school's email account or uEducateUs communication section, or in written format directly to the homeroom teacher.
- General outbound communication to all families is via the fortnightly School Newsletter, fortnightly Hub Newsletters, the School Website, Facebook, uEducateUs announcements and letters.
- The school maintains uEducateUs and the school's Facebook page to remind parents about upcoming events and to communicate urgent messages.
- Specific communication regarding students is via the teacher in the form of student reports, information notices, letters and via phone calls. We will provide formal reports twice a year, which will be unloaded to uEducateUs for parent viewing. All families will be given the option to attend a parent-teacher interview in June following the distribution of the Semester 1 Report.
- Additional meetings will be coordinated for students on an Individual Learning Plan or funded under the Program for Students with Disabilities.
- Morwell Central Primary School values and actively seeks input from all in our school community with the primary approach to seeking parental input through the members of the school council.
- Broader consultation throughout the school community will be undertaken where required and this consultation will be inclusive and non-discriminatory.
- A DET Parent Opinion survey is conducted annually.
- The school maintains a website, a facebook page and uEducateUs online platform which all contain general information about the school. All school policies can be located on the School website which can be accessed by parents.

#### **Students:**

- Students are encouraged to communicate directly with their teacher or through the Principal, Leadership staff, the Primary Welfare Officer and support staff.
- Students are encouraged to raise issues through the Junior School Council.
- Teacher-student feedback is evident in all classrooms and across all school activities.
- Outbound communication with students is through School Assembly, Junior School Council, letters, school newsletters and verbal means as appropriate.

#### **Wider Community:**

- Morwell Central Primary School will maintain relevant communication with other educational institutions and other community organisations relevant to the school, e.g. kindergartens and secondary schools.
- Formal inbound communication with the School can be made; in person, in writing, phone call, email, Facebook or by appointment.
- Outbound communication with the community will be through options such as the use of the Facebook updates, sponsorship, items in local newspaper, open days/community information sessions and special school events.

- The school maintains a website and a Facebook page that contains general information about the school.
- Any person seeking information from the school that falls outside the school’s previous practices must be directed to the Principal who may require that a formal written Freedom of Information request be made.
- All such Freedom of Information requests will be referred to the Department of Education’s Freedom of Information Unit.
- Information sought by police, including interviews of students must be directed to the Principal.
- Requests from the Department of Human Services Child Protection Unit personnel regarding students or families will be complied with at all times.
- The school will comply with court subpoenas to provide information at all times, but will not respond to requests from lawyers seeking information without Education Department approval.
- Individuals, the Department or organisations may take action against staff members who choose to communicate information improperly.
- The school will table its Annual Report to the Community to an open meeting of School Council as soon as all components are finalised. This report will subsequently be made available to all in our community through the school’s website. The content of the Annual Report will reflect the requirements of the DET.

**Evaluation:**

This Communication Policy will be reviewed as part of the school’s three-year review cycle or earlier as required.

**This policy was last ratified by School Council.**

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