



**Alexandra Hills State School**

## **COMMUNICATION POLICY**

### **Policy Aims**

To ensure that the communication is carried out correctly and in a manner that complies with school, Departmental and legal requirements.

### **Policy Implementation**

*Alexandra Hills State School* has a policy of open and cooperative communication.

We all want a strong and positive sense of school community where staff, parents, carers and students feel they belong. One where we all feel we can share ideas and knowledge in an accepting environment. This provides a strong foundation upon which to deliver the best possible learning outcomes for our students.

As a school community we use the Alexandra Hills State School good communication basics and we encourage and support each other to use them. The Alexandra Hills State School good communication basics are: we are always respectful, polite and honest. We strive always to be clear, accurate, timely, relevant, targeted, open, reciprocal and interactive.

We strive for open, positive and meaningful communication in everything we do. We support each other to be involved in the exchange of ideas and in maintaining an environment where people feel their views are valued and respected and where they feel they have been heard. Our school leaders lead by example.

People who want to find out information relating to the school can and should be able to do so quickly and easily. We maintain a table that contains our main communication mechanisms, what we communicate through those mechanisms, which is responsible for them and how often we can expect to receive them. That way, anyone looking for information can easily access information.

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

Furthermore, it is recognised that additional members of the school community communicate externally on behalf of the school, particularly for fundraising and marketing purposes. The school aims to encourage this positive communication while ensuring it also preserves the qualities, rights and duties described above. Any communication officially branded as *Alexandra Hills State School* requires formal sign off from the Principal.

## Staff

Staff members have legal, departmental, local, professional and social obligations with regards the communication of information.

Department of Education employees are free to make public comment on issues relating to education, but in doing so must be wary not to make comments that can be construed as negative criticism of our school, School Council, our community, staff or community members.

As a matter of professional courtesy, staff will communicate with the Principal before making public comment or formal statements on educational issues or that bears on the organisation or program of the school or place of work. The principal and P&C President will ensure that each other are informed.

The Information Privacy Act and the Health Records Act require that schools protect the interests of individuals with regard to their personal information and respect the individual's right to control how their personal information is used, and for what purpose.

The school will only collect consensual information that it requires about individuals, and will only communicate and disclose information for the purposes for which it was collected.

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. Information sought by police, including interviews of students must be directed to the Principal.

Requests from Department of Human Services Child Protection Unit personnel regarding students or families will be complied with at all times.

*Alexandra Hills State School* will comply with court subpoenas to provide information at all times, but will not respond to requests from lawyers seeking information without DET approval.

Action may be taken by individuals, the department or organisations against staff members who choose to communicate information improperly.

# Mechanisms for School Communication

## STAFF COMMUNICATION

MECHANISM	PURPOSE	ACTION	FREQUENCY
School improvement process.	To review current school practice and performance and set goals for strategic planning.	Survey of teachers, parents and students.  Preparation of issues paper and development of <i>School Strategic Plan</i> and Annual Implementation Plans.	3 year review cycle. Annual Parent, student and staff Opinion Surveys.
Annual Implementation Plan.	To articulate the actions to be taken towards the 3 year priorities.	Leadership Team and staff to formulate plan at the beginning of each year.  Annual Implementation Plan reviewed at end of each year.	Annually.
Care Pack for all new staff.	To introduce new staff to all policies and procedures in a digital form.	New staff to access in their own time	Once.
Personal Performance and Development Reviews.	To implement whole school goals and provide professional support and dialogue for staff Career path planning	Principal supports team through formal and informal meetings to plan/support and evaluate the pathways process.  Staff prepare documentation prior to formal meeting times Principal advises the Department when the processes are completed.	Ongoing throughout the year Formal meetings at the Planning Stage, Mid Cycle Review and Summative end of year.

Leadership Meetings.	To ensure whole school cohesion, strategic planning and management	Principal, Head of Curriculum, A02 raise issues, share information and plan at whole school level.	Weekly.
Staff Meetings.	To provide information, raise issues, plan and discuss school management, activities and programs.	Whole staff meetings held each week.	Weekly.
Student Focused Meetings	To provide information, raise issues, plan and discuss school management, activities and programs.	LCC Meetings, SPC meetings, PBL Meetings	As required.
Professional Learning Team Meetings (PLTs).	To share information, raise issues, plan and discuss team and class management, activities and programs.	P-2, Year 3&4 and Year 5&6 PLTs meet, with all staff are members of a PLT.	Monthly.
One Portal Team Site.	To share information and documents.	Open to all staff. Staff responsibility to check and to follow up as appropriate.	Ongoing.
Staff Text Message.	To share day-to-day information.	Daily information texted to staff each morning.	Every morning.
Communication Whiteboard in Staffroom.	To provide daily information, timetable changes and staff absences.	Open to all staff for input and notices. Staff responsibility to check and to follow up as appropriate.	As required.
Term Calendar.	To provide an overview of school events, excursions and professional development.	Upcoming events are written on the calendar	Ongoing/updated throughout the year.

## **Community**

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## **Marketing and Media**

Communications developed for the purposes of marketing and promotion and using the school branding must be signed off by the Principal, including website updates, brochures, fliers, newsletters, media releases, invitations,

Any media enquires are to be directed to the Principal.

## **Fundraising**

Communications developed for the purposes of marketing fundraising and using the school branding must be reviewed by the *Alexandra Hills State School P&C Committee* and signed off by the Principal.

## COMMUNITY COMMUNICATION

MECHANISM	PURPOSE	ACTION	FRQUENCY
Alexandra Hills State School Prospectus	To introduce and provide information to new families and staff about the school.	Printed and handed to all new families and staff members.	Once
P&C Meetings	To provide ongoing opportunities for parents/carers to be involved in and informed of school activities.	Meeting times and articles are published in the school newsletter.	Meetings are held the first Tuesday of every month.
Newsletter	To communicate key events, policies, ideas and achievements to the School Community.	Admin staff to co-ordinate items.  Teachers and students contribute items.	Newsletter is distributed each Thursday in digital form.
Parent Information Sessions and Forums	To inform and consult with parents about school initiatives and programs e.g. School Improvement, Report Formats, School and Parent Partnerships.	Hosted by teachers or Principal as required to provide opportunities for consultation with parents.  All forums and sessions are advertised in the school newsletter.	Scheduled as required.
Parent Workshops	To provide parents with information and strategies to be able to support their children at home	Prepared and provided by classroom teachers and Literacy and Numeracy Coordinators	As required.
Student Contact details	To ensure all student information, health issues and contact details are up to date	Printout of student information held on <i>One School</i> sent home with each student for review by parents to ensure contact details are accurate.	Early in Term 1

School website	To provide information about the school, and its programs and achievements.	The website is updated and includes the fortnightly newsletter.  School calendar is kept up to date.	Ongoing updates.
School Correspondence including excursion notes	To provide parents/carers with details of school programs and activities.	Sent home with students as required.  Notes posted on school website	As required.
Front Office Staff	A point of contact for parents/carers if they are unable to access a teacher.  A point of contact to set up appointments with school staff	Information from parents/carers passed on to the staff notice board or personally as necessary.  Appointments booked.	Ongoing as required.
School sign	To keep parents/ carers informed of school activities.	Updated with upcoming events or information	Ongoing as required.
Q School Q Parent	To provide information about the school, and its programs and achievements.	Constantly updated as website is updated.  Parents have ready access to student reports, school policies and forms.	Ongoing updates.



## STUDENT COMMUNICATION

MECHANISM	PURPOSE	ACTION	FREQUENCY
Informal meetings with student and teacher.	To share relevant information to support student.	Student or teacher initiates meeting.	As required.
Class Meetings.	To promote positive social development and raise issues for class discussion.	Teachers schedule class meetings into the weekly program, utilising the opportunity for social skill development.	Weekly.
Student Council.	To allow students to make positive contributions to the school environment and wider community through participation in decision-making.	Executive Teacher coordinates representatives elected from Year 5 and 6 classes.  Each term the SC coordinates a fundraising activity.	Yearly elections and regular Meetings.
School Counselor.	To enable students to discuss any issues they may have.	By referral from SPC or class teacher and with parent consent.  Student request.	As required.
Assemblies	To recognise and share achievements and information with students and parents.	Assembly schedule each term.  Parents advised of special presentations.  Assemblies prepared by students and their teachers and hosted by students.	Assemblies are held weekly.  Notified in newsletter and on main noticeboard.

## **REPORTING TO AND FROM PARENTS**

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## REPORTING TO AND FROM PARENTS

MECHANISM	PURPOSE	ACTION	FREQUENCY
Informal meetings with Parents/carers and teacher	To share relevant information to support individual students	Parent/carer or teacher initiates meeting	As required
Assessment and Reporting Guide for Parents	To outline the assessment and reporting practices and schedule	Printed pamphlet distributed with the first newsletter each year	Early Term 1 each year
3-Way Conference	Parents students and teachers meet to discuss student achievement, progress and concerns	Students and their parents are invited to meet with teachers for 15-minute conference.  Notes are sent home inviting parents and students to attend individual interviews	Term One and Term Three.
National Assessment Program – Literacy & Numeracy (NAPLAN)	To assess student performance in Language Conventions, Writing, Reading and Numeracy against National benchmarks	One week of testing in Term 2.  Reports are issued to parents by the beginning of Term 4.	Week 2, Term 2.
Semester Reports	To provide a comprehensive report about students' academic progress, achievements, social development and work habits	Teachers complete assessment and moderation, and prepare written reports.  Reports are submitted to the Principal for review and comment.  Reports sent to parents.	Week 9 Term 2  Week 9 Term 4

<p>Student Provision Committee</p>	<p>To foster optimal educational outcomes for students with special needs –consultation with parents, departmental representatives and outside agencies.</p>	<p>Preparation and monitoring of Individual Learning Plans for identified students.</p> <p>Student Centred Appraisals of need (SCAN) and in school reviews for students receiving support.</p>	<p>Meetings with relevant stakeholders held as required.</p> <p>Ongoing monitoring throughout the year.</p>
<p>School events. e.g. Grandfriends' Day, school concerts and performances.</p>	<p>To foster a sense of school community through shared experiences and activities</p>	<p>Notes to advise as required</p>	<p>Throughout the year</p>

## Evaluation

This policy will be reviewed as part of the school's three-year review cycle or earlier as required.

This policy will be distributed via the newsletter at the beginning of the school year and made available on the *Alexandra Hills State School* website for the whole school community. This policy will be reviewed as part of the school's three-year review cycle or earlier as required.