

Communication

POLICY

1. RATIONALE

At East Bentleigh P.S. we believe effective communication involves the exchange of ideas where people feel they have been heard and their opinions valued. It also involves the message received being consistent with the message sent.

Effective communication is timely, clear, concise, unambiguous and interactive.

Our communication will encompass information and opinions exchanged between the school and parents/care givers. This includes but is not limited to communication that is written, published, sent via email or SMS, telephone, the web and verbal.

2. GUIDELINES

The aim of this policy is to support student education and student engagement through effective communication between the school and its community by:

- 2.1** Promoting better understanding and cooperation between the school and parents/care givers;
- 2.2** Encouraging active participation of the whole school community by creating a feeling of involvement and commitment;
- 2.3** Enhancing communication at EBPS between staff and the school community in general matters, so that all school community members feel that they have a voice and are heard.
- 2.4** Ensuring that the school community is informed.

3. IMPLEMENTATION

3.1 The school will use a variety of formal and informal communication mechanisms including

- The fortnightly newsletter, which includes dates of School Council meetings, Term calendars and other relevant information
- Curriculum/information evenings
- Bi-annual student reports, interim reports and portfolios
- Parent/teacher interviews
- Notices sent home with students (e.g. excursion permission forms)
- Scheduled parent/teacher discussions – as required/desired by either teachers or parents
- Other parent/teacher communications (e.g. phone calls, emails, mail, diary notes, etc)
- Web based communication (e.g. the school website, and eventually Ultranet)
- Mail important educational changes
- Notice boards
- Annual DEECD parent survey

3.2 Parents/care givers and teachers should consult each other on the best method for communicating (e.g. email, face to face meetings, telephone etc.)

3.3 The school will inform parents/care givers about educational approaches and other matters that affect students, particularly where significant changes are made. The school will do this in a way that is readily understood and timely – letters home in envelopes, targeted emails, Class Reps to distribute information.

3.4 The school will encourage parents/care givers to seek further information on educational and other school matters that relate to school life.

3.5. Parents/care givers will keep the school informed of information that is relevant to learning, or where a student's circumstances have changed in a way that is likely to affect their education.

3.6. Form a Communication sub-committee on School Council to:

- Flag issues that the School Council believes need to be communicated carefully
- Survey parents or have meeting/s re what they would like to see as more effective forms of communication throughout school
- Create a suggestion box for parents and students to raise issues or ask questions which will be managed by the Communication Sub-committee
- Ensure that every class has a group rep and a class contact list.
- Create a job description for group reps. Include organising social activities in the job description to encourage parents to get to know one another and to be more involved in the school and their children's education
- Have a School Council Member whose role is to pass information down and utilise group reps to spread information throughout each class.
- Create a database of parents willing to help with one-off projects or share their special skills – to be used whenever School Council requires additional help.

EVALUATION

Evaluation of the Communication policy is of an ongoing nature and allows families and school members to determine the success of the policy. It is an opportunity to implement changes. Evaluation tools, including surveys and feedback, will be used.

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

This Policy was ratified by School Council in

July 2012