

# Chilwell Primary School

## *“Learning for Life”*

No.2061

Gavan Welsh – Principal

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## COMMUNICATION POLICY

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### **Rationale:**

It is necessary to formulate and provide effective communication methods and forums for the whole school community which will support, involve and inform students, parents, staff, families (current and prospective) and other members of the school community, in relation to school events, educational directions and current initiatives and projects.

### **Aims:**

- To constantly review and improve as required, existing communication channels between the school and home, with the intention of maximising the effectiveness of the contact and support for parents and families.
- To provide information exchange forums for the School Leadership team, School Council and the staff to be able to effectively communicate with the school community.
- To promote school community awareness and involvement in events, educational directions and current initiatives and projects.
- To provide information packages to the members of the community who may be interested in becoming part of our school community, such as prospective parents.
- To provide a variety of communication and information outlets for members of the school community which caters for the different preferred methods of access eg: printed and digital weekly school newsletters, notices, unit newsletters, school website information, emails and parent information sessions.
- To establish and implement protocols for acceptable and necessary communications between parents in the school community, in accordance with DET privacy principles.
- To describe the process for effectively managing communication whilst protecting the rights of all parties involved and seeking solution to the problem in the best interest of all affected.
- To provide a commitment to respond positively to feedback, ensuring parents have the opportunity to contribute to the continued improvement of the school. It is expected all staff will demonstrate a commitment to ensuring the culture of consultation and open dialogue is nurtured at every level of the school.
- Communication needs to be addressed responsively, openly and in a timely manner to increase levels of parent satisfaction and to maintain harmonious relations in the wider community.
- To commit to positive, proactive communication between staff, students, parents and the broader school community, for communication in all domains is critical to the wellbeing of the school community as a whole.

## **Implementation:**

- Parents will receive a weekly school newsletter which will present information regarding school events, educational directions and current initiatives and projects, so as to maximize and encourage school community awareness of and involvement in these aspects. This school newsletter will be made available to each family and will be uploaded to the school website, to be accessible via the internet and filed on the school website with all school newsletters from the previous year.
- The Principal and Assistant Principal will be responsible for the content and overseeing the editing and publication of the weekly school newsletter.
- The website coordinator will regularly update the school website information and will be provided with current and necessary information from staff and the School Council, so as to amend and present relevant and current information on the school website.
- The school website will be used to digitally present relevant information (in text and image forms) to current and prospective parents.
- The school will use available communication forums to promote family involvement and each year will coordinate and publicise a range of student learning and social family events.
- Parents and families will receive a hard copy of notices to inform them of events which require their and/or their children's direct involvement, such as sporting events, school concerts and incursions/excursions.
- The communication of some information will be best accomplished by direct face to face involvement, such as school tours and parent information sessions.
- Communication can occur in the following ways:
  - >Newsletter – weekly, by email  
Advertising in the newsletter is at the discretion of the Principal
  - >Communication Diaries
  - >Telephone
  - >In person
  - >Parent-teacher interviews/ Meet & Greet sessions
  - >Email
  - >Written communication (letter)
  - >Student Reports
  - >Online Communications
  - >Surveys/ questionnaires
  - >Meetings
- Contact from the media should be directed in the first instance to the Principal. Photo consent forms must be considered when selecting students to be used in media footage.
- As a matter of professional courtesy, and as a requirement of Section 3.6 of the Teaching Services (Conduct of Duties) Order 1998 staff will communicate with the principal before making public comment or formal statement on educational issues or that bears on the organisation or program of the school or place of work. The principal and School Council president will ensure that each other are informed.
- DET 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.

Reviewed 2020 next review 2021.