



COMMUNICATION WITH THE SCHOOL COMMUNITY



Help for non-English speakers

If you need help to understand the information in this policy please contact Eaglehawk North Primary School 03 5446 8366.

Purpose:

1. This policy addresses the school's responsibility to ensure parents have information regarding the school and its operations to enable them to make informed decisions and ask relevant questions.
2. To promote further parent involvement and participation.

Guidelines:

1. Clear and open processes of communication are to be established and maintained at all levels of the school's operation.
2. A consistent approach to the forms of communication employed will be followed.

Implementation:

1. The principal will coordinate communication processes.
2. Teachers will be encouraged to develop positive school-home links at the class level.
3. Information sessions in designated school operations areas will be conducted on a regular basis during the year.
4. A school newsletter will be prepared and distributed each Thursday via hardcopy (when requested by families), email, school app and the school web page.
5. Class information sessions/parent teacher interviews will be held in the first term of each year. These sessions will be conducted by class teachers individually or in departments and will address issues such as: homework expectations, parental involvement in the class program, arrangements for the year etc. Classes may periodically send home class newsletters.
6. The principal will be available to support teachers in the conduct of information forums through the provision of advice or by direct participation.
7. Meetings to address identified needs may be arranged outside of those normally scheduled by staff to cater for individual family needs.
8. Staff will endeavour to be in their classrooms at least fifteen minutes before the start of school to greet children and communicate with parents.
9. The principal will announce to the community via the newsletter when the School Council Annual Report is available. Parents will be able to collect a copy on request via the office.
10. Staff will be available for interviews by appointment outside of those scheduled at half year at a place to be convened by parties involved.
11. Where necessary, ongoing processes (support meetings) will be established to maintain closer communication links with individual parents. Teachers will involve parents in developing and implementing the goals of Individual Student Improvement Plans.
12. A home/school communication diary will be used throughout the school with the specific content to be determined by teachers within the respective class at the time.

13. Staff will be encouraged to use the communication diary, telephone, Sentral or email to communicate directly with parents.
14. The Student Behaviour Matrix and the Student Behaviour pamphlet will be sent home to parents who are expected to acknowledge their understanding of student expectations.
15. Planned data gathering on aspects of the school's operation will be undertaken through random sampling processes associated with Staff and Parent Opinion surveys, as generated by the DET administration system.
16. An information pack about the school and community is supplied to new families.
17. Information will be presented as part of the 'transition' program/process.
18. The School Council Community and Communication sub-committee will liaise between the School Council and school community.
19. The School webpage will be updated as required.
20. The school Sentral app will be maintained with relevant information for parents including events and newsletters. Parents can communicate via the School app.
21. Mass Cases SMS is available to the school to broadcast messages to the school community as required via DET regulations eg. Bushfire alerts, school closures

Evaluation:

1. Parent attendance/response to information sessions.
2. Response to items included in the Newsletter.
3. Responses received from the Staff/Parent Opinion surveys.
4. Informal feedback.
5. The 'Communication with the School Community' policy statement will undergo review in accordance with the established policy/program review processes of the school.

Approval and review

Created date	31/05/2004
Consultation	Staff and School Council. Parents and Friends
Approved by	School Council and staff
Date Approved	14/3/2023
Next review date	2026