

## Communication Policy

### Purpose

The purpose of the Communication Policy is to:

- outline communication procedures and expectations for teachers and parents,
- value the professionalism of teachers,
- acknowledge the diversity of family life.

### Rationale

At St Joseph's, communication between families and members of staff is essential in ensuring every child is developing physically, academically, spiritually and emotionally.

### Definition

Communication is the sharing of information between all stake holders. It is each's stakeholders' responsibility to be informed.

### Procedures

The Assessment and Reporting Policy outlines the formal procedures in place for parents and teachers to communicate regarding the development of student learning. This policy provides further procedures for parents and teachers to communicate. (The bracketed words indicate whether the communication is electronic, paper or available on the web)

Parents are encouraged to communicate any information they see as being helpful to the classroom teacher in any format they choose.

### School Website (Web)

The St Joseph's School Website communicates extensive information about our school. Parents have access to term and yearly dates, policies and procedures, weekly newsletters, permission notes, forms, Canteen information, uniform shop information, BYODD information and the Annual School report to name a few.

*The School Website is updated on a regular basis.*

### Term Overviews (Electronic)

At the beginning of every term teachers communicate the intended student outcomes via a Term Overview. This overview also includes important dates for the term.

*Term Overviews are distributed on Thursday, Week Two of each term.*

### Calendars (Electronic, paper, web)

At the beginning of the school year a calendar is available to communicate dates to parents. Included in this calendar are the dates for Sacraments, Parent Teacher Interviews, Classroom Showcases, Learning Journeys, Reports, School Photos, Years 5/6 Leadership Camp, Grandparent's Day Celebrations, Mother's Day Celebrations and Father's Day

Celebrations. Not all dates can be included in this calendar so parents and carers are advised to regularly check for updates via the weekly Newsletter and the school's web page. *Calendars are distributed on Thursday, Week Two of each term.*

### **Weekly Newsletter (Electronic, paper)**

Each Thursday the school Newsletter is emailed to families to communicate important information for all members of the community. The following members of the community communicate on a regular basis via the Newsletter: the Principal, the Assistant Principal, the Religious Education Coordinator, the ELC Director, the P&F, the School Board, the Canteen Manager and the Uniform Shop coordinator.

*The Newsletter is distributed every Thursday.*

### **Special Edition Newsletter (Electronic, web)**

Teachers communicate an overview of student learning as an attachment to the Newsletter in Week Seven. Each classroom teacher will prepare an A4 newsletter piece that showcases some of the work from the term.

*The Special Edition Newsletter is distributed on Thursday, Week Seven of each term. .*

### **Parent Teacher Interviews (Electronic, web)**

There are three times throughout the school year when parent teacher interviews are encouraged by the teaching staff to communicate student learning. If a parent would like to meet with a teacher outside these times, an appointment via the Front Office or by contacting the student's teacher is appropriate. Teachers are not available at Morning Gathering or when they are on duty to conduct parent teacher interviews. Professional etiquette is expected during all interviews.

*Parent Teacher Information is distributed in the Newsletter one fortnight prior to the interviews.*

### **Parent Workshops (Electronic, paper, web)**

A series of workshops will be run throughout the school year to communicate understandings of contemporary teaching and learning. These workshops will be open to all parents and carers in the school. Particular workshops will target a particular audience.

*Parent Workshop information is distributed at the Parent Information Night in Term One.*

### **Skoolbag (Electronic)**

The school regularly communicates reminders via the skoolbag app. If parents are experiencing difficulties with skoolbag they are encouraged to contact [support@skoolbag.com.au](mailto:support@skoolbag.com.au) or phone 1300 661 031. Notification of imminent changes to arrangements will be communicated via skoolbag.

### **Home Learning (Electronic, paper)**

Home Learning communicates a snap shot of concepts previously covered in the classroom, and a brief overview of the concepts for the week ahead. Parents are asked to communicate with teachers by signing their child's Home Learning sheet each week, communicating why Home Learning isn't being completed and any concerns that may arise.

*Home Learning is distributed by COB Tuesday, Weeks 1, 2, 3, 4, 5, 6 8 and 9.*

### **Excursion Notes (Paper, web)**

Excursion dates will be communicated to parents via the school web site, Term Overviews, Term Calendars, Newsletters and individual correspondence.

*Individual correspondence is distributed a fortnight prior to the excursion.*

### **Whole School Events (Electronic, paper, web)**

Whole school events will be communicated to parents via the school web site, Term Overviews, Term Calendars, Newsletters and individual correspondence or invitations if necessary.

*Whole School Event Information is distributed a fortnight prior to the excursion.*

### **Student Work Books (Paper)**

To communicate student learning the following student work books will be sent home on Friday of Week Eight - Mathematics, Integration, English and Religious Education. This will allow parents and carers the opportunity to look carefully at their child's progress.

Parents are welcome to come into the classroom at any time through the school year.

(Formal procedures are also in place for parents to view student work books, see Assessment and Reporting policy).

*Student Work Books are distributed Friday, Week Eight of every term.*

### **Email (Electronic)**

Teachers, parents and carers are welcome to communicate via email. It is important to note teachers are not available to read emails during the day as they are teaching. Teachers cannot answer emails immediately, if the matter is urgent a telephone call to the Front Office is the recommended approach. Teachers will respond to emails within 48 hours of the email being sent. Communication of classroom matters should be addressed to the classroom teacher in the first instance. Professional email etiquette is expected throughout all email correspondence.

### **Telephone**

Teachers, parents and carers are welcome to communicate via telephone.

The following situations require the Office Manager to ring parents:

- a child is sent to the Front Office with a head injury or injury of a serious nature,
- a child is sent to the Front Office who is unwell and needs to go home.

The following situations require the class teacher to make a courtesy call to parents:

- a child removed themselves from the class group during the school day,
- a child has not returned their home learning for a fortnight,
- a child repeatedly comes to school without food,
- a child becomes upset during the school day.

The following situations require the class teacher to arrange an interview with parents:

a child is not developing towards the desired benchmark,  
a child is displaying at risk behaviours,

The following situations require the Principal or Assistant Principal to contact the parents:  
a child has spent time working through a Time Out sheet.

The following people are responsible for distributing the above information:

<b>School Website (Web)</b>	ICT Coordinator
<b>Term Overviews (Electronic)</b>	Classroom teachers
<b>Calendars (Electronic, paper, web)</b>	Office Manager, ICT Coordinator
<b>Newsletter (Electronic, paper)</b>	Office Manager
<b>Sabbath Newsletter (Electronic, paper)</b>	Office Manager
<b>Parent Workshops (Electronic, paper, web)</b>	Assistant Principal, ICT Coordinator
<b>Skoolbag (Electronic)</b>	Office Manager, Principal, Teaching Staff
<b>Home Learning (Electronic, paper)</b>	Classroom Teachers
<b>Excursion Notes (Paper, web)</b>	Classroom Teachers, ICT Coordinator
<b>Whole School Events (Electronic, paper, web)</b>	Office Manager, ICT Coordinator
<b>Student Work Books (Paper)</b>	Classroom Teachers
<b>Email/Telephone</b>	All staff members
<b>Parent Teacher Interviews</b>	Coordinator

**Approved by:** School Board  
**Implementation Date:** 2016  
**Review:** 2021