COMMUNICATION POLICY

1. **Purpose**

Open communication within the school community, both written and verbal, is to be promoted.

1.1 The school community is to conduct itself in a courteous and professional manner when engaging in any form of communication.

1.2 It is important that the communication of information is carried out correctly and in a manner that complies with school, DET and Legal requirements.

2. **Implementation:**

2.1 Communication between home and school is to be in a timely, appropriate and concise manner.

2.2 Communication between home and school will be through:

- Weekly Karoo newsletter
- Tiqbiz App
- School Facebook page
- School website
- Informal discussions and/or written notes
- Student diaries
- Parent Information books
- Parent Information evenings
- Curriculum in-services or workshops
- Student reports
- Parent Teacher Interviews including 3 way conferences
- Individual Learning Plans
- Community noticeboard
- Phone conversations
- Opinion surveys
- Meetings of School Council and sub committees, KPA and Class Reps Program
- Assemblies

2.3 Parents are encouraged to discuss any issues or concerns with the Principal or Staff at a time that is mutually agreeable to all parties.

2.4 Parents can attend School Council and Sub Committee meetings.

2.5 Copies of the minutes of School Council and its Sub Committees are available for the school community to read.

2.6 All notices to parents will be approved by the Principal or the Principal’s nominee.

2.7 Staff members have legal, local, social and DET obligations with regards to communicating information to parents and the school community especially in relation to privacy requirements.

2.8 Information sought by the police must be directed to the Principal or nominee.

2.9 Requests from the Department of Human Services personnel regarding students or families will be complied with.

2.10 The Information Privacy Act require that schools protect the interests of individuals with regard to their personal information.
2.11 Written communications will be provided in other languages when required.

**Newsletter**

- Advertising is not sought by the school for inclusion in the newsletter, however, community events, and acknowledgement of business donations to the school will be accepted.
- Community events or acknowledgements of any advertising will be kept to an eighth of a newsletter page.
- Hirers and users of the school’s facilities may advertise in the community section of the newsletter.
- Any item for the newsletter must have Principal endorsement.
- Items for inclusion in the newsletter should be forwarded to Administration by 4.00 p.m. on the day prior to publication.
- Consideration will be given to advertising where flyers are provided.
- Special Events within the school should be shared and celebrated in the school newsletter. Items that have accompanying photographs should be printed in colour to showcase school activities. An events timeline is necessary to ensure colour printing is used sparingly but also when required (i.e. Education Week, Transition, Tribes, School Production).
- The recommendation is for one or two full pages of colour photographs twice per term.

**Karoo Kids Newsletter - to be published on nominated dates to ensure each class has a turn**

- A roster will be prepared a month in advance for each class and specialist area to publish student work. All staff will be rostered on for a minimum of one newsletter per year. More opportunities may be available if requested.
- The organisation of the roster will be the responsibility of a nominated staff member.
- Staff should provide student work to Administration on the Monday of the week it is to be printed. Student work needs to be edited and corrected prior to this day.
- Each class and specialist area should have the opportunity to showcase student work to the school community.

3. **Evaluation:**

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