

STATEMENT

Staff, parents and the wider school community have a mutual obligation to communicate effectively with each other to enhance educational outcomes for all students, as well as, the collective wellbeing of the school community. The Communication Policy is relevant to all program procedures operating throughout the school.

RATIONALE

Our school has a policy of open and cooperative communication.

- To ensure that the communication of information is carried out correctly and in a manner that complies with school, departmental and legal requirements.
- To clearly define communication practices within the school community
- To keep the school community informed of decisions and processes designed to cater for the needs of individual students
- To ensure an effective and efficient process is established between the home, the school and service providers.
- To ensure parents are kept informed of student progress
- To establish a process for keeping parents informed of issues that significantly impact on the welfare of their child and others.

IMPLEMENTATION**Guidelines:**

- To ensure civility and the observance of fundamental etiquettes of communication are observed at all times.
- To ensure forums for discussion and resolutions of educational, medical, therapeutic and behavioural matters are clearly established
- To ensure strategies and Personalised Learning Support Plans are developed to address the educational and social needs of the child.
- To establish effective communication pathways between staff and the school community which will be communicated to parents and the school community at the beginning of each school year and will be achieved in the following ways:

Daily Communication

Daily face to face and telephone conversations are the primary medium of communication with the school. Parents will be advised that any queries should, in the first instance, be raised with the Sub School Leader or a member of the Wellbeing Team for consideration. Sensitive issues or issues of a

personal nature can be directed to the Principal, Assistant Principals, Wellbeing Team and Sub School Leaders.

Fortnightly Communication

The School Newsletter is published each alternate Friday. It contains classroom reports, recognition awards, information about up and coming events at school and news of major DET and school initiatives.

Student Support Group Meetings

Parents are invited to a “Meet the Teacher Night” in Term One of each year to provide a curriculum overview and consolidate the students’ Personalised Learning Support Plans. The PLSP includes program goals and learning priorities for the year. Formal Student Support Group meetings are conducted each term to review each student’s progress against their PLSP Goals.

A mid year and end of year report will be forwarded to parents at the end of Terms Two and Four, reporting progress toward the mastery of goals listed in the PSLP.

Parent Forums

Parent forums will be conducted two to three times per term. These forums have an information sharing focus and are usually attended by a guest speaker who is invited along to address the group on issues relevant to parent/student needs and disability support.

Individual Appointments

Parents will be advised that individual appointments can be organized with classroom teachers via the contact with Sub School Leaders, Wellbeing Team members, Assistant Principals or the Principal. These will be conducted at a mutually convenient time to minimize disruption to classroom programs.

Annual Events (Whole School Community Activities)

A number of regular annual events will be conducted to which our entire community will be invited:

- Education Week
- School concerts
- Athletics Day
- Harmony Day
- Mother’s and Father’s Day celebrations
- Footy Day

Parents are welcome to visit the school and for safety and security reasons we ask that they report to the office, sign in and wear a visitor's badge.

Staff are generally available for phone calls either before classes commence (before 9.00am) and after classes finish (after 3.00pm).

Communication guidelines pertaining to School Operation

At Hume Valley School we subscribe to collaborative and consultative leadership practices as a means of empowering all members of staff thereby improving student educational outcomes, resolving conflict and enhancing team spirit.

Positive Behaviour Support

Positive Behaviour Support Professional Learning Teams, Wellbeing, Leadership, Sub School teams will be responsible for monitoring student behaviour and welfare issues.

The team meetings discuss individual behaviour management issues and develop draft agreed behavioural management plans in consultation with parents and guardians where relevant.

A register of incident reports is also maintained on the Compass Reporting System.

When behaviour presents a concern to the health and safety of the individual or others a member of the Leadership/Wellbeing Team will contact families to convene an extraordinary program support group meeting to develop an agreed behavioural/safety management plan to address the behaviours of concern.

REFERENCES

Hume Valley School's Student Engagement and Well Being Policy.

DET School Policy and Advisory Guide.

EVALUATION

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

Ratified By Hume Valley School Council	November 2015
Review Date:	November 2018