

# TAMMIN PRIMARY SCHOOL

## SCHOOL COMMUNITY COMMUNICATION POLICY

### **Introductory Statement:**

This guideline sets out the framework and understandings within which the whole school manages to effectively communicate with all stakeholders.

### **Scope:**

This guideline applies to all those who have interest in or dealings with Tammin Primary School including but not limited to students, parents, teachers, community members, support services.

### **Rationale:**

The need for this guideline was highlighted by the Executive Review Group (ERG) Report of 2014.

At Tammin Primary School we are committed to providing a safe, inclusive and supportive environment which promotes open communication, respect, fairness and positive relationships between all stakeholders.

We aim to have clear, effective and positive communication to achieve the best possible outcomes for teachers, students and parents which:

- Acknowledges the rights and responsibilities of all stakeholders;
- Creates community by building and strengthening relationships based on mutual respect and courtesy;
- Establishes positive lines of communication between home and school so that students receive continuity of education, care, support and management within the home and school settings;
- Aims to provide an opportunity for parents/caregivers to share their views and needs and to participate in aspects of their child's education;
- Features written communications which are accessible and inclusive;
- Manages confidential information in a manner consistent with community expectations, professional standards and legal obligations;
- Ensures processes are in place to allow for open and honest communication amongst all school community members;
- Ensures a positive, productive and harmonious school environment is maintained.

*As integral members of Tammin Primary School our school community as partners in the education of their children:*

- Support their children's learning at school and home;
- Contribute positively to the life of the school in ways that reflect their interests, skills, experiences and capacity to do so;
- Respect and support school policy and guidelines;
- Work collaboratively with teachers and staff;
- Respect the skills, knowledge and experience of school leaders and teachers;
- Access information and resources provided by the school to support them in their role as the primary educators of their children;

- Support their children's consistent and punctual attendance at school;
- Contribute to a culture where privacy and confidentiality are assured;
- Contribute to the development of a safe school environment for students, staff and the wider school community;
- Acknowledge and support the work of School Council and P&C Association;

### **Consultation Procedure used for implementation:**

#### **Aim:**

Effective consultation encourages cooperation and engagement of all stakeholders through the regular seeking of their opinions and views regarding school operation and improvement.

#### **Procedure:**

1. Provide information to be considered to parent bodies and school staff;
  - i. Include feedback process
2. Consultation conducted seeking views and opinions about information to be considered;
3. Review and Implementation
  - i. Parent bodies and staff consider the ideas obtained;
  - ii. Meetings are formally recorded;
  - iii. Decisions formally communicated to community and stakeholders;
  - iv. Feedback sought regarding improvement undertaken;

### **Communication Structures:**

The following school structures are in place to facilitate parent/school communication:

- Parent/teacher meetings;
- Whole school assemblies;
- Newsletters (fortnightly);
- Emails & SMS;
- Student Reports and Portfolios;
- School website;
- Invitations to parents to special events;
- Parent learning events;
- Student communication diary;
- School handbook;
- Classroom information letters;
- Enrolment information up-dates;
- Noticeboards;
- External community newsletter.

### **Parent/Teacher Meetings:**

#### **Aim to:**

- Inform parents of their children's progress at school;
- Inform teachers how children are coping outside school;
- Establish an on-going relationship between home and school;
- Help children realise that home and school work together for their benefit.

**Procedure:**

When a parent wishes to contact a member of staff to discuss matters relating to their child:

1. contact the teacher via;
  - school office;
  - student diary;
  - one-on-one.
2. provide a brief outline of the points to be discussed;

**Contacting other staff:**

When a parent has a concern or wishes to discuss an issue regarding a situation which they consider may affect the whole school, their child's wellbeing or relates to a school policy matter:

- contact the Principal via the school office

**Issues arising between students and families:**

No parent should approach the children of other families or their parents with a school related or non-school related issue on the school grounds. Such matters must be addressed to the Principal as soon as possible.

**School website and Facebook page:**

The school maintains an up to date website with information pertaining to many aspects of the daily and term operations of the school. Parents are encouraged to visit the school website to find out relevant information concerning school events and activities.

**Parent Groups:**

Tammin Primary School has a School Council and P&C Association which meet during each term. Information about these two groups is available on the school website and via the school newsletter.

**Communication breakdown:**

When communication breaks down or an issue is unable to be resolved, the Department of Education has a grievance policy in place to address these concerns. This policy is available at the front office.

Ratified by School Council Chairperson:

*Faye Christison*

Date: 24 June 2014