

# Communication Policy

## 1. Rationale-

In order to ensure a strong educational community it is vital to have effective communication both within the community and between the community in order to ensure Pakenham Springs develops and maintains strong relationships. Human relationships are strengthened when there is open, honest and effective communication. At Pakenham Springs we recognise the need to communicate effectively to its staff, students, parents and the wider community.

Effective communication is essential in providing students, staff and parents and the wider community with the necessary information to make appropriate and informed decisions. Building better links between our school and our students' homes encourages positive learning experiences for students. The more parents know about our school, the more likely they will be able to improve and support their child's learning.

Effective communication encompasses the exchange of ideas, where people feel they have been heard and their opinions valued, where information is clear and accurate. Communication needs to be timely, relevant, accurate, well targeted, well delivered, clear and concise, open, honest and frank, reciprocal and interactive.

Better communication also supports our efforts to build our school's reputation.

Pakenham Springs is committed to using communication processes and techniques that build a positive learning environment for all community members.

## 2. Purpose of Policy-

The Pakenham Springs Communication Policy has been developed to:

- provide a framework for effective communication
- promote understanding and co-operative team work between the school, parent/carers and students
- promote active participation of the whole school community
- contribute to the best learning outcomes for students
- ensure school policies and procedures are clearly articulated to all relevant community members

## 3. Implementation Guidelines-

The following strategies will be used as part of the suite of approaches used at Pakenham Springs to ensure effective communication:

STRATEGY	PURPOSE	ACTION	FREQUENCY
School Council Meetings	To allow community to participate in school based policy decision making and related activities.	Meeting times published in the school newsletter. Minutes available from the school office on request	Monthly meetings
Newsletter	To communicate key events, policies, ideas and achievements to the school community	Principal to prepare. Administration staff to coordinate publication. Teachers, students and parents to contribute items	Fortnightly
School Handbooks	To provide a comprehensive overview of all aspects of the school operations	Available from the school office upon request. Distributed to all new enrolments Published on website.	Updated annually

<b>Open Afternoons</b>	To celebrate the learning of all students with parents each term.	Advise parents of details of sessions via Compass notification and listed on school calendar.	End of each term
<b>Mid Year Parent/Teacher Interviews</b>	Parents and teachers to meet to discuss student achievement, progress and concerns.	Compass notification sent inviting parents to attend individual interviews. Appointments made online.	Beginning of term 2 each year.
<b>Whole School assemblies</b>	To recognise and share achievements and information with students and parents.	Whole school assemblies are held twice per term with dates published on the school calendar. Compass notification sent home to families.	Middle and end of each term
<b>Learning Display Boards</b>	To celebrate the student work and achievements with the school community.	Teachers are responsible for the maintenance of room and project space notice boards to ensure they are regularly updated and attractive.	Updated each term
<b>School Website</b>	To provide information about the school, and its policies, programs and achievements.	Updated by the school Publicity team and Administration staff.	Ongoing updating
<b>Staff meetings</b>	To provide information, raise issues, plan and discuss school management, and to provide a mechanism of staff input into policies and procedures developed.	Principal to prepare agenda. Staff to have input into the agenda by alerting principal of issues to be raised.	Weekly
<b>Professional Learning Community Team meetings</b>	To provide information, raise issues, plan and discuss sub school issues, and to provide a mechanism of staff input into policies and procedures particularly relevant to their Learning Community.	Relevant Learning Community Leader to prepare agenda. Staff to have input into the agenda by alerting their Learning Community Leader of issues to be raised.	Weekly
<b>Mid and End of Year Reports</b>	To provide a comprehensive report about students' academic progress, achievements, social development and work habits. Ways parents/carers can assist at home will also be included.	Teachers complete assessments and prepare written reports that are submitted for review, prior to being issued to parents via Compass.	End of term 2 End of term 4
<b>Parent Information Sessions</b>	To give parents strategies and further information on a variety of topics/subjects. Focus will be decided based on community needs.	To be planned for and coordinated by the school's Leadership Team.	As required.
<b>Daily Bulletin</b>	To provide teachers and students with information about daily happenings at the school. The 'Message to Students' page allows the principal to have messages read and reinforced to students by teachers.	The Assistant Principal to prepare and issue prior to the commencement of each school day.	Daily.
<b>Informal Meetings with parents as needed (initiated by parents and teacher)</b>	To share relevant information to assist individual student progress.	Parent or teacher to initiate meeting using the school's established protocols.	As required.

## ***4. Evaluation-***

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The Pakenham Springs Communication Plan will be evaluated and reviewed every three years. This evaluation will take into account feedback regarding the success of the strategies being used.

This policy was last reviewed in July 2019 and is scheduled for review in July 2022.