



COMMUNICATION POLICY

Preston West Primary School

PURPOSE

To ensure that the communication of information at Preston West Primary School is carried out correctly and in a manner that complies with school, departmental and legal requirements.

To ensure all stakeholders are provided with information in a timely and effective manner.

To ensure appropriate ongoing training is provided to all staff, teaching and non-teaching, and to new staff members as part of the induction process.

SCOPE

It is essential that the school communicates information in a timely manner to all stakeholders in accordance with established protocols, to protect the rights of individuals, to uphold our duty of care to students and to comply with departmental and legal requirements.

The policies of Preston West Primary School guide and describe the main processes, functions and operations of the school. The development and review of policies is part of an agreed process to ensure that key stakeholders are part of the consultation and review process.

IMPLEMENTATION

The school has a policy of open and cooperative communication. However, this practise recognises that the school has legal, departmental, local, professional and social obligations with regard to the communication of information.

Parents/carers are readily able to communicate with teachers face-to-face at any mutually agreeable time throughout the school year, electronically using Compass, by sending an email through to the school's email account or in written format directly to the teacher.

We value and actively seek input from all in our school community with the primary approach to seeking parental input through the members of School Council.

Broader consultation throughout the school community will be undertaken where required and this consultation will be inclusive and non-discriminatory.

It is important to note that consultation does not mean decision making. Nor does it equate that decision-making will simply be based on popularity of ideas or weight of numbers.

DET employees are free to make public comment on issues relating to education, but in doing so, must be wary not to make comments that can be construed as negative criticism of our school, School Council, our community, staff or community members.

As a matter of professional courtesy, and as a requirement of Section 3.6 of the Teaching Services (Conduct of Duties) Order 1998 staff will communicate with the Principal before making public comment or formal statement on educational issues or that bears on the organisation or program of the school or place of work. The Principal and School Council President will ensure that each other are informed.

In providing advice to students, teachers should limit their advice to areas within their professional knowledge, ensure it is given in situations arising from a role specified by the Principal and ensure such advice is correct and in line with the most recent available statements. Please refer to the school's *Duty of Care Policy*.

The *Privacy & Data Protection Act 2014* and the *Health Records Act* require that schools protect the interests of individuals with regard to their personal information and respect the individual's right to control how their personal information is used, and for what purpose.

The school will only collect consensual information that it requires about individuals and will only communicate and disclose information for the purposes for which it was collected.

Any person seeking information from the school that falls outside the school's previous practices must be directed to the Principal who may require that a formal written Freedom of Information request be made.

All such Freedom of Information requests will be referred to the Manager, Freedom of Information and Privacy Unit.

Information sought by police, including interviews of students must be directed to the Principal.

Requests from Department of Health & Human Services (DHHS) Child Protection Unit personnel regarding students or families will be complied with at all times.

The school will comply with court subpoenas to provide information at all times but will not respond to requests from lawyers seeking information without DET approval.

Action may be taken by individuals, the Department or organisations against staff members who choose to communicate information improperly.

The school will table its Annual Report to the School Community at a meeting of the School Council as soon as all components are finalised. This report will subsequently be made available to all in our community through the school's website. The content of the Annual Report will reflect the requirements of the DET.

School Council records are not available to the general community.

We will provide a minimum of two comprehensive written reports, two parent/carer - teacher interviews for students in Term 1 and Term 2 and additional interviews upon request.

The school will identify those aspects of its policies and procedures which must be communicated to staff and parents/carers. Please refer to the attached Communication Schedule.

The school will identify the staff training that is required and who will be responsible for providing the training.

Staff members may not communicate to students or parents/carers by any form of social media.

FURTHER INFORMATION AND RESOURCES

The school has developed a schedule for dissemination of this information and for the associated training. Please see schedule below.

REVIEW CYCLE

This policy was last reviewed in May 2020.

Communication Schedule

AREA	FOR WHOM INTENDED	TRAINING / INFORMATION REQUIRED	WHEN / HOW	BY WHOM
School Policies (Student Engagement and Inclusion, ICT and Acceptable Use, Bullying and Harassment Prevention, Curriculum Framework, Complaints, Home Learning, Anaphylaxis, Medical Distribution, Care for Ill students, Attendance , Incursion, Camp/Excursion and Communications Procedure).	Parents Staff	Yes Induction for new staff members	Copies of policies to parents/staff available on Compass and the schools website. Parents sent medical information eg asthma plans to update at the start of each year.	Principal / Assistant Principal
Child Safety Documentation	Parents Staff	Yes	Copies of policies to parents/staff available on Compass and the school's website. Staff briefing first 2 days of year.	Principal / Assistant Principal
Anaphylaxis Management	Staff Parents	Yes	Once per semester Medical folders. Medical alerts on Compass roll for staff. Copy of policy to parents available on Compass and School website.	First Aid Officer Principal / Assistant Principal
Sunsmart	Parents Staff Students	Yes	Newsletter articles end of Term 3, beginning of Terms 4 & 1	Principal / Assistant Principal
First Aid	Staff	Yes	Staff Medical Folders Medical alerts on Compass roll for staff. CPR every year. Update staff first aid qualification. OH&S evacuation planning cycle.	Principal / Assistant principal First Aid Coordinator
Medication	Parents Staff	Yes	Newsletter articles beginning each semester	Principal/Assistant Principal

			New staff as part of the induction process.	
Child Protection (Mandatory Reporting)	Staff	Yes	Annually – online modules. Staff induction and Information handbook. New staff/volunteers as part of the induction process	Principal/Assistant Principal
Child Safe Policy	Parents Staff	Yes Yes	Copy of policies on website and Compass. Newsletter articles. New staff as part of the induction process	Principal Assistant Principal
Complaints, Parents	Parents	Yes	Policy and flow chart on Compass and school website.	Principal Assistant Principal
Emergency Management Plan	Staff Parents	Yes Yes	Practice emergency procedures once per term EMP on Compass –staff and parents. Staff induction and Information handbook. School Council informed after each drill	Emergency Management Coordinator / OHS Officer Principal
Medical Emergencies	Staff	Yes	Annual briefing New staff as part of the induction process	Principal / Assistant Principal
Yard Duty/On-Site Supervision	Parents Staff	Yes Yes	Newsletter articles each semester Staff Induction and Information handbook. Compass	Principal / Assistant Principal
Gifts, Benefits & Hospitality Policy	Staff School Council	Yes Yes	New staff as part of the induction process. Annually	Principal / Assistant Principal
Vision, Mission & Values	Staff Parents	Yes Yes	New staff as part of the induction process Values displayed strategically throughout the school. In AIP, Strategic Plan and promotional materials. Discussed as required with prospective parents.	Principal / Assistant Principal
Dangerous Goods/Hazardous	Staff	Yes	New staff as part of the induction process	Emergency Management

Substances				Coordinator / OHS Officer
Homework (Home Learning)	Parents Students Staff	Yes	Copy of policy on Compass and school webpage. Information about work expectations at each grade level.	Principal / Assistant Principal Grade level coordinators
Duty of Care	Staff	Yes	Annual briefing with a copy of this policy provided and placed on Compass. Staff Induction and Information handbook. New staff as part of the induction process	Principal / Assistant Principal
Uniform/Dress Code	Parents Staff		Enrolment pack for new students. School newsletter. Parent information session School website. Staff Induction and Information handbook.	Principal / Assistant Principal
Staff Leave	Staff	Yes	Staff Induction and Information handbook. Local agreement implementation	Principal / Assistant Principal

REVIEW CYCLE

- This Communications schedule was last reviewed in May 2020.