



NOBLE PARK PRIMARY SCHOOL NO. 3675

COMMUNICATION POLICY

PURPOSE

This policy explains how Noble Park Primary School proposes to communicate with the school community.

SCOPE

This policy applies to school staff, and all parents and carers in our community.

POLICY

Noble Park Primary School understands the importance of providing helpful and timely information to staff and the wider community.

Staff

All new staff will participate in formal induction procedures and a staff handbook outlining policies and procedures is available on SENTRAL for all staff. The staff handbook will be updated annually.

Information for staff will be relayed primarily via email and SENTRAL. Staff should check their email and SENTRAL at least twice a day. SENTRAL will be used daily to communicate staff absences and any amendments to timetables.

The SENTRAL calendar should be used when planning events. Please ensure that events have been approved by leadership and that event times include travel time. It is the responsibility of all staff to ensure SENTRAL is up to date.

Timetables will be made available to staff via SENTRAL at least one week ahead where possible.

All staff are able to communicate via email and SENTRAL. Email is preferred for communication with individuals and specific groups, SENTRAL is preferred for general communication.

Policies, Staff Handbook, documents and notices are available on SENTRAL.

OHS and First Aid information will be displayed in the staff room, along with hard copies of timetables. DET documents will also be displayed in the staff room.

Pigeon holes should be checked daily as the office will often place receipts, mail and book club orders there.

Staff are expected to attend team and staff meetings each week as per the workforce agreement and will have the opportunity to add to the agenda. Leadership meeting minutes will be shared via these meetings. All meeting minutes will be posted on SENTRAL for all staff to access. ES meetings will be held as required.

Announcements over the P.A. will only be made at the beginning of the recess and lunch break times unless there is an urgent matter.

Announcements may be made at assembly, all staff are expected to attend unless it is scheduled APT time or by prior notice to leadership.

Emergency management evacuation maps are displayed in every room.

Community

Information will be shared with the community primarily via the website and the newsletter. Information will also be shared at assemblies, on Facebook, parent-teacher conversations and on notices and signs outside the Learning Houses, office and Community Room.

The newsletter is published fortnightly at the end of even weeks and made available on the website (password protected) or from the office. Parents will be advised via the newsletter of school documents and events.

Learning House newsletters are published at the beginning of each term.

Public policies and the Noble Park Primary School Annual Report are available on the website and hard copies can be viewed at the office. School council will review and endorse policies as required by the policy master schedule. All parents are welcome to comment on policies at school council meetings. Policies will be published in the newsletter throughout the year.

Public policies are available as part of the enrolment procedure.

Parent /teacher conversations are scheduled in Term 1 and term 2. Appointments for additional conversations can be made by contacting the relevant staff or by contacting the office.

Teachers are available for informal chats at the beginning and end of the day.

Assemblies are fortnightly on Fridays of even weeks at 2:30pm in the hall.

Notices may be sent home to inform parents of specific events and to request parent consent and/or payment. Parents are expected to check school bags regularly and return notices promptly. Extra notices can be obtained from Learning Houses, the office or the website. Payments can be sent via students or made directly to the office. Payment plans are always available.

Text messages will be sent at 10am daily regarding unexplained absences. Phone calls will be made regarding frequent or ongoing absences.

Phone calls will be made to parents regarding serious illness or injury. Parents are responsible for ensuring contact information is kept up to date and that phones remain on during school hours.

Phone calls to parents will be made regarding serious or ongoing behaviour issues. A meeting may be requested by staff or parents.

Multicultural Education Aides are available after 2:30pm on specific days and interpreters can be arranged as required.

Student

Whole school assemblies (held fortnightly) will be used to share general information with students.

Learning House assemblies will share more specific information.

Home Group conversations/meetings will also facilitate communication with students.

Announcements will only be used for reminders and urgent information. Students should stop and listen to all announcements.

REVIEW CYCLE

Draft:

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Review: April, 2022
