

COMMUNICATION POLICY

Laburnum Primary School

Rationale:

Laburnum Primary School recognises that clear communication underpins strong home – school partnerships.

Aims:

The school aims to develop clear, two-way communication that fosters a strong community network and supports student learning. This policy provides information to parents in order to:

- Outline the ways in which information will be communicated by the school to the community; and
- Suggest the most suitable avenues for parents/guardians to communicate with the school.

Implementation:

- At the beginning of every school year, parents new to Laburnum Primary School will be made aware of the Communication Policy.
- The Communication Policy will be uploaded to, and available on, the school website.

Specific forms of communication:

School Policies

School policies that are relevant to the school community, once ratified by School Council, will be uploaded to the school website www.laburnumps@vic.edu.au and will be reviewed on a three to five year cycle unless otherwise determined by DET.

General School Information

- The school newsletter will be uploaded to the school website when published, usually on Thursdays. Families can receive notification via email subscription or subscription to the School App.
- The Skoolbag App – using smart phones, we are able to keep the community up to date on what is happening and events that are coming up at our school (and any changes that may occur). It can be used for specific cohorts of parents (i.e. only parents in a particular class) or for the whole school community. Communication is instant and one way – it is not a form of ‘social media’.
- Any class newsletters will usually go out within the first three weeks of each term.
- Hard copies of newsletters are available at the school office.

Annual Report

All families will be able to access the school’s Annual Report, via the school website, usually in term two.

Student Achievement

All families will be provided with mid-year and end of year written report for each child.

These will be sent home in the last week of terms two and four.

Families will have the opportunity to attend a Student Led Conference (Years 4-6), and Parent Teacher Interviews (P-3) at the beginning of term three.

Teachers will be available for formal meetings as required. Please note that bookings should be made via the Parent Portal on Sentral.

Parents of students in years three and five will receive a copy of the National Assessment Program Literacy and Numeracy (NAPLAN) sent home in a sealed envelope.

Students with Additional Learning Needs

In addition to the above information, parents/guardians of students receiving funding through the Program for Students with a Disability (PSD) program will be invited to attend one formal Student Support Group (SSG) meeting per term, to discuss their child's Individual Learning Goals.

Other students with additional needs may have a Personal Learning Plan.

Classroom Processes/ Expectations and Information

Within the first four weeks of each school year, families will receive a hard copy of their child's/ren's Class Newsletter. This document will outline classroom expectations related to relationships, learning and communication. It will include timetables and any other classroom level specific details.

Emergency Management

Evacuation Plans will be updated annually and displayed in all classrooms, all administration offices, the staffroom and school hall. Evacuation drills will be held each term.

Student Attendance

Attendance rolls will be marked twice per day. Parents are expected to lodge written reasons for their child's absence through the classroom teacher. Frequent, as well as unexplained, absences will be followed up by the classroom teacher.

Student Care

Families will be notified if a student has attended the sick bay via a Sick Bay slip sent home with the student. This will outline the type of injury and attention provided.

Families of students who have received an injury to the head will be contacted by telephone as soon as possible after the injury.

Student Behaviour

Parents will be notified of serious incidences of behaviour via telephone or invited to attend a meeting to discuss these.

Absent Students

In the event that students are absent when information is sent home, teaching staff will label the relevant information with the child's name and hand it to the student upon his/her return to school.

Policy	Communication Procedures and schedule for members of the school community				
	Staff	Students	Parents	General Community	Policy Review or Date Ratified
Child Safe Policy	<ul style="list-style-type: none"> • Policy manual • Intranet • Staff manual 		<ul style="list-style-type: none"> • School website 	<ul style="list-style-type: none"> • School website 	Ratified December 2016
Visitors in Schools policy	<ul style="list-style-type: none"> • Policy manual • Intranet • Staff manual 		<ul style="list-style-type: none"> • School website 	<ul style="list-style-type: none"> • School website 	Ratified August 2015
Excursions and Camps Policy	<ul style="list-style-type: none"> • Policy manual • Intranet • Staff manual 		<ul style="list-style-type: none"> • School website 	<ul style="list-style-type: none"> • School website 	June 2017
Onsite Supervision of Students Policy	<ul style="list-style-type: none"> • Staff manual • Policy manual • Intranet 		<ul style="list-style-type: none"> • School website 	<ul style="list-style-type: none"> • School website 	Ratified November 2016
Duty of Care Policy	<ul style="list-style-type: none"> • Staff manual • Policy manual • Intranet 		<ul style="list-style-type: none"> • School website 	<ul style="list-style-type: none"> • School website 	Ratified November 2016
Student Engagement and Inclusion Policy (includes Anti-bullying, Harassment and Discrimination Policy)	<ul style="list-style-type: none"> • Staff manual • Policy manual • Intranet 		<ul style="list-style-type: none"> • School website • Information Guide (in enrolment pack) • Parent Information Night 	<ul style="list-style-type: none"> • School website 	Ratified August 2016
Mandatory Reporting Policy	<ul style="list-style-type: none"> • Brief in 1st PL days • Policy manual • Intranet 		<ul style="list-style-type: none"> • School website 	<ul style="list-style-type: none"> • School website 	Ratified November 2016
Computer & Internet Usage Policy	<ul style="list-style-type: none"> • Staff manual • Policy manual • Intranet 	<ul style="list-style-type: none"> • Student diary • Enrolment pack • Assemblies 	<ul style="list-style-type: none"> • School website • Enrolment pack 	<ul style="list-style-type: none"> • School website 	Ratified 2017
Anaphylaxis Policy	<ul style="list-style-type: none"> • Staff manual • Policy manual • Intranet 	<ul style="list-style-type: none"> • Individual meetings with students 	<ul style="list-style-type: none"> • School website 	<ul style="list-style-type: none"> • School website 	Ratified

	<ul style="list-style-type: none"> • Meeting at start of each semester to review policy and anaphylactic children • Twice yearly mandated training program 	<ul style="list-style-type: none"> and parents of anaphylactic children • Classroom discussion re food handling issues 	<ul style="list-style-type: none"> • Parent Information Night • Enrolment Information • Individual parent meetings with anaphylactic children 		2016 (updated yearly)
First Aid Policy (incl. Medication and Asthma)	<ul style="list-style-type: none"> • Staff manual • Policy manual • Intranet • Meeting at start of year to review each policy & provide medical details of students. • Update first aid qualifications, CPR qualifications & asthma procedures • OH&S and Evacuation Planning cycle. 	<ul style="list-style-type: none"> • Enrolment pack 	<ul style="list-style-type: none"> • School website • Information Guide (in enrolment pack) • Parent Information Night • Parents sent medical information & asthma plans to update at start of each year 	<ul style="list-style-type: none"> • School website 	Ratified December 2016
Home Work Policy	<ul style="list-style-type: none"> • Staff manual • Policy manual • Intranet • Reviewed in level meetings at start of each year • Education Committee to overview 	<ul style="list-style-type: none"> • Student Diary • Enrolment pack 	<ul style="list-style-type: none"> • School newsletter • School website • Parent Information Night 	<ul style="list-style-type: none"> • School website 	Ratified 2014
Emergency Management & Critical Incident Policies	<ul style="list-style-type: none"> • Staff manual • Policy manual • Intranet • Review of policy and procedures in first two weeks of year • Evacuation Drill/Lockdown – each term 	<ul style="list-style-type: none"> • Evacuation drills 	<ul style="list-style-type: none"> • School website 	<ul style="list-style-type: none"> • School website 	Ratified November 2016 (reviewed/updated yearly annually or after critical incident)
Parent Concerns and Complaints Policy	<ul style="list-style-type: none"> • Policy manual • Intranet 		<ul style="list-style-type: none"> • School website 	<ul style="list-style-type: none"> • School website • School Newsletter 	Ratified August 2015

Evaluation:

The school council will evaluate this policy as part of the three year cycle of policy reviews.

<i>This policy was last ratified by School Council in:</i>	June 2017
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