

ST KILDA PARK PRIMARY SCHOOL



COMMUNICATION POLICY

1. Rationale

St Kilda Park Primary School recognises that people have different communication needs. We recognise that removing barriers, which prevent people from accessing and sharing information is necessary to ensure meaningful sharing of information. The school acknowledges that ongoing reflection is needed to ensure that everyone in our community is valued. We prioritise a process of learning and improvement in accessible communication modalities to ensure that everyone in our community is valued.

The Communication Policy will operate in conjunction with the Communication Protocol, Complaints Policy and the Fundraising Policy.

2. Aims

- i. To promote communication between the school and the home
- ii. To provide information on the policies, practices and procedures of the school
- iii. To inform prospective students and their families
- iv. To assist in the processes of transition to and from the school
- v. To foster a sense of community and belonging
- vi. To promote a positive image of the school
- vii. To publicise forthcoming events
- viii. To document the practices and policies of the school for the local and wider community
- ix. To make people feel valued
- x. To invite and welcome the community to participate in school activities

3. Implementation

- i. Our school has a policy of open and cooperative communication.
- ii. This practice recognises that staff members have legal, departmental, local, professional and social obligations with regards to the communication of information.
- iii. It is understood that it may be difficult for teachers to respond to messages of all types between 8.45am and 3.45pm as they have teaching responsibilities.
- iv. The communication needs of community members are identified and considered to ensure that everyone has equal access to events and information
- v. Our school has a commitment to create inclusive and accessible content and relevant staff will be supported to effectively carry out these communications
- vi. Communication means include the following:
 - i. Assembly
 - ii. Curriculum Updates via the Newsletter
 - iii. COMPASS

- iv. Email
 - v. Letters
 - vi. Loudspeaker
 - vii. Meetings
 - viii. Phone calls/Voicemail
 - ix. Reports
 - x. Ongoing Reporting
 - xi. School Newsletter
 - xii. Social Media including Facebook
 - xiii. Website
- vii. The process for dealing with concerns or complaints is as follows;
1. When an issue relates directly to a student's social or academic wellbeing, the student's class teacher is the first point of contact.
 2. For broader issues, or issues not resolved with class teacher, the next step is to the Principal or the Assistant Principal.
 3. If following these steps a suitable resolution is not found, there are procedures beyond the school that can be used. The Department of Education and Training have a Parent Complaints policy which can be accessed at <http://www.education.vic.gov.au/Documents/school/principals/spag/community/policyparentsconcerns.pdf>
- viii. Where appropriate or necessary, communication will be facilitated through the use of interpreting and translation services

FURTHER INFORMATION AND RESOURCES

Communication Protocol

POLICY REVIEW AND APPROVAL

Policy last reviewed	7 th June 2023
Approved by	Education and Policy Subcommittee
Next scheduled review date	June 2023