



COMMUNICATION POLICY

1.0 Rationale

At *Our Lady of the Way School* we believe that this Communication Policy:

- provides a framework for effective communication;
- promotes understanding and co-operative teamwork between the school, parents/carers and students;
- promotes active participation of the whole school community in effective communication;
- contributes to the best learning outcomes for students;
- ensures principles of effective communication are displayed by staff in their work in the school.
- is based on the collective understanding that parents/carers, students and staff have a common goal.
- provides evidence that the school community values the enhancement of effective home/school partnerships through good communication.

2.0 Aims

- 2.1 Provide effective communication that encompasses the exchange of ideas, where people feel they have been heard and their opinions valued, and where information is clear and accurate.
- 2.2 Provide communication that is timely, relevant and accurate, well-targeted, well delivered, clear and concise, open, honest and frank, reciprocal and interactive.

3.0 Implementation

Type	Purpose	Action	Frequency
Parent e-Newsletter	To communicate key events, policies, ideas and achievements to the school community	School secretary to coordinate items. Staff, students and parents contribute items	Emailed fortnightly (even weeks)
Staff Memo	To communicate key events, policies, professional reading, ideas to the school staff	All members of staff have access and can contribute	Available as a Google Doc weekly
Parent Handbook	To provide a comprehensive overview of all aspects of the school	Available on school website and distributed annually to parents	Updated annually
Staff Handbook	To provide a comprehensive overview of all aspects of the school	Available on google drive and in staffroom as a hardcopy	Updated annually or as necessary
Information Letters	To communicate to parents significant class events/learning. If necessary, to gain permission for excursions, incursions etc	Organised through the office after approval by coordinator and Principal	Distributed as necessary.

Type	Purpose	Action	Frequency
Parent/Teacher/Student Conferences	To provide a formal meeting to discuss student goals and progress	Booking form on-line	Beginning of the year; at the end of Term 2; at the end of Year 4
Meetings with parents, as needed (initiated by parents, teacher or leadership team)	To share relevant information to assist individual student progress	Parent/Teacher/ leadership team member initiates meeting Principal initiates meeting	As needed
Whole School Monday Morning Assembly	To pray, celebrate and share information together	K-6 Monday morning assembly. School Prayer and flags raised by school captains	Monday morning 8:45-9:00am led by school captains
Celebration of Learning	To have parents join with their child in learning activities	Parents are invited into each classroom and join with their child in classroom learning	Once a term for one hour
School Website	To provide parents and visitors an instant visual representation of the school	LTST, Assistant Principal & Trainee	Updated as needed
School Facebook Page	To provide parents and friends with immediate information and photos of events, celebrations, announcements etc	All teachers and staff have administration rights	As needed
School Twitter Page	To provide parents and friends with current educational information	Leadership Team to monitor	As needed
School SKOOLBAG	To provide parents and friends with immediate information and photos of events, celebrations, announcements etc and copies of all notices sent home	Office support staff upload relevant notices and announcements	As needed
Professional Learning Meetings PLMs	To allow staff to participate in professional learning.	Teacher Learning meetings held each Wednesday afternoon from 3:15-4:15pm	Weekly
Leadership Team Meetings	To ensure whole school cohesion, planning and management	All members of the leadership team meet to discuss issues, share information & receive P.D. Monday 3:00- 4:00pm	Weekly
End of Semester Written Reports	To provide a comprehensive report about students' academic progress, achievements, social development and work habits	Teachers complete assessments and prepare written reports that are submitted to the leadership team for review and comment before issued to parents. Supplementary reports are written for all students who are not working at stage outcomes	End of Term 2 & Term 4 each year.
Students with Additional Needs – Personalised Plan Meetings (PP)	Appropriate educational outcomes are set and reviewed for students with additional needs or for students that need adjustments	Formulation and review of personalised plans in consultation with learning support teacher, classroom teacher, parent and principal/delegate.	Twice a year or depending on the severity of the disability
Parents & Friends meeting	To provide opportunity for dialogue between parents, staff representatives and Principal.	Elections take place annually for the P&F committee.	Twice a term.
Parent Forums/Learning	To inform parents of current thinking in education, pedagogy and school based programs	Parent forums are held on a needs basis e.g. Kindergarten Information Session & Transition	As needed

4.0 Evaluation

The Principal, with delegated responsibility to the Leadership Team will be responsible for the planning, implementation and review of this program.