

# **Wandong Primary School- COMMUNICATION POLICY**

**For period: July 2017- July 2020**

## **Rationale:**

Clear and open communication is a key prerequisite for developing strong home/school partnerships between Wandong Primary School and its wider community. Ensuring that clear, open and honest two way communication occurs will further enhance opportunities for students in their learning whilst also fostering a strong and consistent network to support learning opportunities.

## **Aim:**

To provide clear direction as to the avenues through which information will be communicated by the school to the wider community.

To determine the most suitable avenues for parents/guardians to provide responses to the information communicated to them by the school.

## **Implementation:**

- At the beginning of every school year, parents new to Wandong Primary School will receive a copy of the Communication Policy.
- The Communication Policy will be uploaded onto the school website.
- The Communication Policy will outline how information can be disseminated and the expectations on parents/guardians to access the information.
- Parents will be provided with the opportunity to list their preferred means of communication with classroom staff at the February “Parent Information Sharing Session.”

## **Specific forms of communication:**

### **School Policies:**

All school policies, once ratified by School Council, will be uploaded to the school website

[www.wandongps@edu.au](http://www.wandongps@edu.au) and will be reviewed on a three year cycle unless otherwise determined by DET.

The table below displays the various forms of communication platforms used by the Wandong School Community and their corresponding purpose:

| Communication Platform                        | Purpose  |
|---|--|
| <b>Sentral</b>                                | <ul style="list-style-type: none"> <li>• View of continuum tracker and students academic progress</li> <li>• Viewing of overall attendance rates</li> <li>• Booking Parent/Teacher Meetings</li> </ul>   |
| <b>Skoolbag application</b>                   | <ul style="list-style-type: none"> <li>• Absence submissions</li> <li>• Receive individualised positive communication regarding child's learning from teacher</li> <li>• Reply to teacher communication</li> <li>• Receive updates regarding whole school events</li> <li>• School news and general information (Eg:// Newsletters, excursion notices etc;)</li> </ul> |
| <b>Official Wandong Primary Facebook Page</b> | <ul style="list-style-type: none"> <li>• Positive communication regarding whole unit learning.</li> <li>• Information about school news and events</li> </ul>  |
| <b>Email</b>                                  | <ul style="list-style-type: none"> <li>• Email teaching staff regarding confidential issues.</li> </ul>  |

General School Information:

A weekly school newsletter will be uploaded to SkoolBag on Wednesday afternoon. A copy of the newsletter will also be uploaded to the school website. Parents may request a hard copy of the newsletter.

Annual Report:

All families will receive an A5 hard copy of the Wandong Primary School Annual Report towards the end of term one.

Student Achievement:

All families will be provided with mid-year and end of year written report for each individual child. These will be sent home in a sealed envelope in the second last week of terms two and four.

Families will be given the opportunity to attend a Three -Way Conference, at which their child/children will showcase their learning, at the end of term two.

Teacher will be available for formal meetings as required. Please note that bookings should be made with staff to ensure confidentiality and an allocation of uninterrupted time.

Parents of students in grade three and five will receive an A3 copy of the National Assessment Program Literacy and Numeracy (NAPLAN) sent home in an A3 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 receive a copy of a yearly Individual Learning Plan (ILP) and will be invited to attend one formal Student Support Group (SSG) meeting per term.

All students performing twelve or more months above or below expected level in 2017 will also receive a copy of a yearly Individual Learning Plan which will be updated and sent home each term.

This will be modified to 18 months ahead or below expected level from the beginning of 2018 to come in line with DET requirements.

#### Classroom Processes/ Expectations and Information:

Within the first three weeks of each school year, families will receive a hard copy of their child's/ren's Class Learning Plan. 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:

Families will be updated on the inclusion/exclusion of Wandong Primary School on the Bushfire at Risk Register (B.A.R.R.) on an annual basis.

Families will be provided with an updated copy of the WPS Emergency Management plan and process for evacuation at the beginning of each school year (on book pick up day)

Evacuation Plans will be displayed in all classrooms, all administering office, staffroom and school hall.

Families will be notified of school evacuations via the school SMS system once all children have been safely removed from the school site and the evacuation meeting place has been decided.

#### Student attendance:

Electronic rolls will be marked twice per day. Families will be notified via SMS if students are absent.

#### Student Care:

All students who are treated in the sick bay will have details of the injury and response entered onto the daily Sick Bay Register on Sentral. The school is working towards families receiving this information via the Sentral Parent Portal. This will outline the type of injury and attention provided. Families of students who have received a knock to the head will be contacted by telephone immediately.

#### Student Behaviour:

Parents will be notified of incidences of negative school behaviour via notices home and, for ongoing events, via personal telephone conversations.

#### The Good News Stories:

Staff will endeavour to touch base with all families via the SkoolBag application at least twice per term for a good news update on all students.

**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. All notices will be available for viewing and downloading via Sentral and Skoolbag.

#### **Monitoring the "Communication" policy:**

This policy will be reviewed every three years as part of the cyclic policy review process at Wandong Primary School.

#### **CERTIFICATION**

This policy was adopted at the School Council meeting held at Wandong Primary School on the 24th day of July 2017.