

POLICY ON COMMUNICATION

1. Reflection Material

- 1.1. All Hallows' School Mission Statement
- 1.2. All Hallows' School Values Statement

2. Rationale

All Hallows' School strives at all times to be a welcoming, inclusive community in the spirit of Mercy hospitality and in accordance with the Mission and values of the School. The School seeks to work closely with parents/caregivers in the education of their daughters and recognises that successful two-way communication is integral to this partnership. The objective of communication is always to arrive at an outcome which enhances the learning opportunities and wellbeing of our students while strengthening the positive partnerships within our community.

3. Policy

- 3.1. The School will provide information to parents on a regular and timely basis primarily using electronic mechanisms. This is in addition to paper documents, Parent Information Sessions, Parents & Friends Association Meetings, emails, meetings, telephone, sms and personal contact.
- 3.2. It is the responsibility of Parents/Caregivers, Staff and Students to ensure they access the School's communication mechanisms in a timely manner.
- 3.3. Parents/caregivers will provide, in a timely manner, any information requested by the School as necessary for the educational or business operations of the School.
- 3.4. Parents/caregivers will make available, in a timely manner, any significant information that will assist the School in providing high quality education for, and ensuring the care and safety of, their daughters.
- 3.5. Parents/caregivers will ensure that the information they have provided to the School remains current.
- 3.6. All communication between the School and parents/caregivers will be respectful, professional and underpinned by adherence to appropriate privacy and confidentiality principles.
- 3.7. The need for disclosure of particular or pertinent information may include notification of designated and concerned parties where appropriate, necessary or in order to be legislatively compliant. The level of sharing will be directed by the Principal or her delegate.
- 3.8. The unauthorised recording (audio and/or visual) of staff, students or parents will not be permitted.

3.9. Communication on behalf of the School with any external bodies, including the media, must be approved by the Principal.

3.10. School brochures, publications, official letters and electronic communication with the wider school community should all conform to the established style guide.

Related Policies, Guidelines or Procedures:

- Social Media Policy
- Communication Procedure
- Critical Incident Response Guidelines and Procedures
- Email Guidelines for Staff, Parents and Students
- Visual Identity and Communications Guide

Date Approved	2002
Date Reviewed	2007
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Date Reviewed	2017
Next Review	2020