

Section: Operations
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COMMUNICATION POLICY

POLICY

The School operates with the belief that 'it takes a whole village to raise a child'. With this in mind, community interest and involvement is paramount in the delivery of educational outcomes for students. The School community takes a significant interest in the way that the School operates. Its achievements and those aspects of the School that contribute towards the School meeting its own expectations.

Good communication is as important aspect of the operating environment, and is the essence of the positive relationship the School community strives to build between staff, parents and students for the benefit of the students.

The School encourages open and regular two-way communication between the School staff and parents and has in place structures and guidelines to facilitate this process.

PROCEDURES

School Council

The School Council is the School's governing body. It is responsible for the educational, financial and community health of the School. It is a policy setting body and does not become involved in day-to-day operations.

Communication

- Most communication from the School Council comes through the Principal and Business Manager.
- Members of the School Community wishing to communicate with the School Council should do so via the Principal.
- Communication with School Council is via formal written means such as report, submission, proposal and letter.

Principal

The Principal is responsible for the operations of the School and therefore needs to be kept informed of all events and activities whether they require attendance by the Principal or not.

Communication

- The School Calendar should have all school events listed with at least two weeks notice.
- Email advice of events is preferable.
- Events where the Principal is required to attend require a minimum of two weeks notice.
- Executive Team members provide updates of programmes, staff morale, special events and the day-to-day operations of their responsibilities to the Principal on a regular basis.

Business Manager

The Business Manager is responsible for the financial management of the School and all property and facilities management. Therefore all financial matters, use of facilities, repairs and maintenance should involve the Business Manager.

Communication

- Matters that involve budget request and significant sums of money should be addressed to the Business Manager through the appropriate member of the Executive Team. This should be done in person with the responsible staff member of Senior Staff and then followed up in written form. Please note that email is sufficient.

Staff

The normal mode of operation in the School is collegial. School staff structures are based on teams and not individuals. Therefore there is a clear expectation that good communication occurs within and between teams. No event should occur without team members and other relevant staff knowing well in advance.

The Associate Principals and Business Manager are responsible for the dissemination of information within the respective Sub-Schools and Administration. It is therefore vital that communication between Sub-Schools and Administration occur.

Communication

- Intra-staff communication regarding all proposed events should initially be done in person and confirmed, in writing, **at least two weeks prior to the event**, to relevant staff members only. Email is sufficient for confirmation.
- Discussions that involve delicate matters should initially be conducted face-to-face. Confirmation in writing can then be used to formalise the discussion, if required.
- Information coming into the School or being generated within the School needs to be disseminated to follow and may include:
 - Relevant classroom teacher/Team Leader/Head of House
 - Associate Principal of Sub-School

- Business Manager
- Others as required
 - Enrolments Officer (to add information to student file)
 - Principal (for information and approval as required)
 - Chaplain (for information and/or action)
 - Co-Curricular Co-Ordinator (for information and possible action as necessary)
 - Accounts (for billing and payment of creditors re excursions etc)
 - Sick Bay (to deal with students as advice suggests)
 - Front Desk staff (possibly all three front desks) (eg. excursion information, etc)
 - Café
 - Relief Co-ordinators (for PD, excursions, incursions, absences from school etc.)
- It is the responsibility of the initial contact to gain written formal advice and to distribute it accordingly.
- The Associate Principals and Business Manager are responsible for the dissemination of information within respective Sub-Schools and Administration.

School Students

As part of the School's philosophy, the voice of students is considered important. The School's leadership programme offers student involvement in developments within the School. It is important to note, however, that students may have varying levels of involvement.

Communication

- Most communication within the School between teachers, parents and students concerns students. The students are the intermediary between teachers and parents. This is usually carried out either verbally and/or in written format. Ensuring that students take responsibility for their role in the communication triangle is a key priority. The School Portal and email are the key modes of communication.
- Most communication within the School takes place at the classroom level between class teacher and class/Tutorial Group.
- A further level of communication is at a Team/House or Sub-School level during assemblies or arranged meetings by Team Leader/ Head of House and Associate Principals of Sub-School.
- The student voice can be represented by the senior leadership body of the relevant Sub-School, which can obtain peer viewpoints and present those views.

Parents

The School regards parents as partners in the education process, sharing their knowledge of the child and supporting his/her learning. Teaching staff should involve parents as much as possible through regular and clear communication via a variety of channels.

Communication

- Newsletter from the School and P&F are published regularly and distributed via email every Wednesday and Sub-School Newsletters.
- Notices advising of School events will be provided on social media platforms including the School App and Official School Facebook page.
- The School website provides parents with information regarding School policies, events, ethos, culture and traditions.
- Calendar via the School Portal
- Reports.
- Parent/Teacher interviews.

Primary School Homework Communication

Year 1 to 3

Homework is communicated from classroom teachers and specialists to parents via the Seesaw digital platform. Regular posts regarding upcoming calendar events as well as specific reminders are also included in Seesaw. Parents are encouraged to access Seesaw via the Parent Portal link or can install the Seesaw Parent app on their smart devices.

Year 4 to 6

Homework from class and specialist teachers is set for students through the Canvas Learning Management System calendar. Information for students regarding upcoming calendar events as well as specific reminders are also included in Canvas. To distinguish between schoolwork and homework, teachers will indicate with 'HW' in the title. Parents are encouraged to access CANVAS via the Parents Portal, or for quick, but limited reference, can install the Canvas Parent app on their smart devices.

External Parties

Anglican Schools Commission (ASC)

The ASC is the incorporated body that is responsible for the School.

Communication

- Communication with the ASC is conducted primarily by the School Council, Principal and the Executive Team. It is necessarily formal and therefore written, although many initial discussions are conducted verbally and then formalised. The ASC and its schools have set formal communication guidelines.

Schools Curriculum and Standards Authority

The Schools Curriculum and Standards Authority sets curriculum policy directions for primary and secondary schooling in Western Australia. It provides for the development and implementation of a Curriculum Framework for schooling. It also provides for the development and accreditation of courses of study for post-compulsory schooling; and provides for the assessment and certification of student achievement.

Communication

- Communication with the Schools Curriculum and Standards Authority on important school matters is conducted within formal communication guidelines stipulated by the Schools Curriculum and Standards Authority. Communication is frequent and often mandatory. It takes the form of face-to-face communication, standard forms, phone, email, fax, or letter.

AISWA

AISWA is a support organisation for independent schools that offers opportunities for a range of services.

Communication

- Formal written communication via the Principal in accordance with the guidelines stipulated by AISWA. Notices of Professional Development may be distributed by the Executive Team to interested teachers through support staff.