



Serpell Primary School

Communication Procedures Policy



Rationale

Serpell Primary School recognises that clear communication underpins strong home – school partnerships. The school aims to develop clear, two-way communication that fosters a strong community network and supports student learning. This policy provides information to parents in order to:

- Outline the ways in which information will be communicated by the school to the community; and
- Suggest the most suitable avenues for parents/guardians to communicate with the school.

Implementation

Guidelines

- At the beginning of every school year, parents new to Serpell Primary School will be made aware of the Communication Procedure.
- The Communication Procedure will be available on the school website. Relevant policies will also be uploaded on to the School website in accordance with the DET guidelines.
- The School Policies describe the rationale, aims and implementations of the operations and directions of the school as a whole.
- All policies will use the school policy layout, meet legislative and compliance requirements, and have a designated review period.
- When developing a new policy, the Principal will consult with appropriate personnel in order to draft the initial policy statement. The draft policy may be circulated for comment to the appropriate committee/s, to staff members, to parents, to students before ratification by School Council if required.
- Policies will be developed taking into account DET policies, memos and circulars relating to a particular policy area.
- A database of policies and a review schedule to provide a timeline for reviews is to be maintained by the Assistant Principal.
- Serpell Primary School aligns all policies and actions with Government guidelines. We use the School Policy and Advisory Guide as a quick and easy reference to governance and operational policies and advice. It complements the Department's extensive web resources and directs users to relevant websites and supplementary information.
- For more information on Government policies, advice and guidelines, please access the website at: www.education.vic.gov.au/spag. The Guide's content is subject to ongoing change. The School community is encouraged to visit this site regularly to obtain the latest information.

School Policies

- School policies, once ratified by School Council if required, will be uploaded to the school website in accordance with the DET requirements.

General School Information

- A weekly school newsletter will be uploaded to the school website every Tuesday, it will also appear on the Flexibuzz application as well as a hard copy sent home to the eldest in the family.
- The Flexibuzz application keeps the community up to date on notifications and events. Communication is instant and one way, the application is not a form of 'social media'.

Annual Report

- All families will be able to access the school's Annual Report, via the school website, it is also presented at School Council.

Assessment or Reporting

- All families will be provided with mid-year and end of year written report for each individual child.
- Families will have the opportunity to attend interviews, at which they will be able to learn more about their child's progress, these are formally held in term 1 and term 3.
- Parents of students in Year 3 and 5 will receive a copy of the National Assessment Program Literacy and Numeracy (NAPLAN) sent home in a sealed 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 be invited to attend one formal Student Support Group (SSG) meeting per term, to discuss their child's Individual Learning Plan (ILP).

Emergency Management

Evacuation and Lockdown procedures will be updated annually and displayed across the school. Emergency drills will be held each term.

Health Care / First Aid

Families will be notified if a student has attended the health centre for an injury or illness. This will outline the type of injury and attention provided. Families of students who have received an injury to the head will be contacted by telephone immediately.

Child Safe Standards

The welfare of the children in our care is paramount. We have a zero tolerance to child abuse. We are committed to providing a safe, nurturing school environment that encourages curiosity, promotes learning, personal growth and wellbeing for all students. The school is committed to regularly training and educating our staff and volunteers on child abuse risks. Relevant policies such as the Child Safe Policy and the Mandatory Reporting Policy are available on the school website and included in the Induction Program and Staff Handbook. Child Safe policy and procedures are also communicated to School Council throughout the year and in the newsletter when required.

Evaluation:

This will be reviewed on a 2 year basis or following updates of procedures from the Department of Education.

Review Cycle:

This policy was last updated on the 16th of May 2018 and is scheduled for review in May 2020.