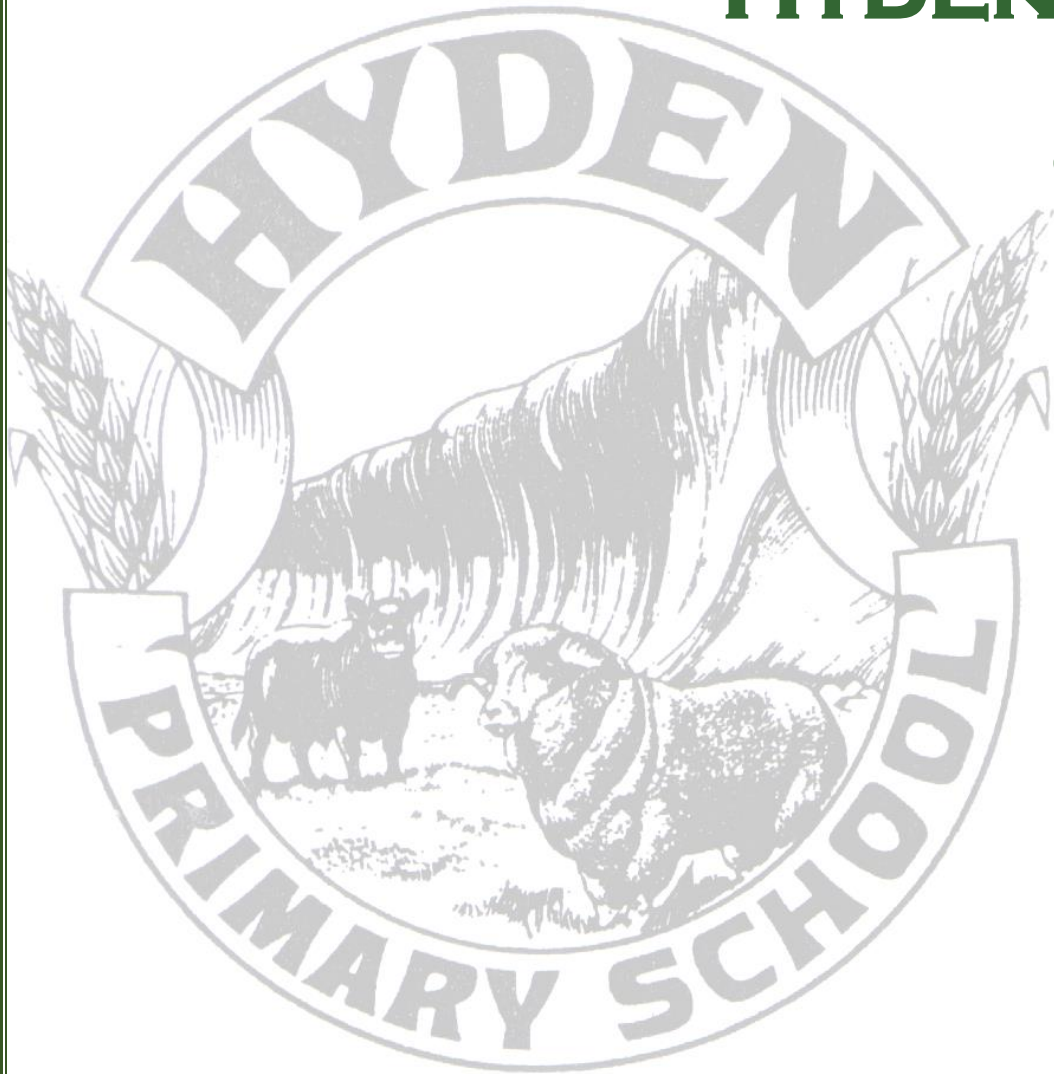


# HYDEN PRIMARY SCHOOL

## COMMUNICATION POLICY



accepted by Hyden PS School Board February 2020

School Board Chairperson: \_\_\_\_\_  
Sandie Couper

Principal: \_\_\_\_\_  
Aleks Mutavdzic

## Who do I Contact for School Related Issues?

School Board = Selective policies, strategic planning and direction of the school

Teachers = Your child

Principal = Management or control of school or overall educational programs

## Communication Between Parents and School Board

You can approach any School Board member in regards to the following issues and it will be tabled for the next board meeting:

- Schools objectives, priorities (focus areas) and general policy directions
- Financial arrangements to fund objectives, priorities and directions
- Religious instructions and moral values of school
- Certain policies

Other policies not listed above are controlled by the Department of Education

Board members and their details are as follows:

<b>Hyden Primary School Board Members</b>			
	<b><i>Email</i></b>	<b><i>Phone</i></b>	<b><i>Phone (mobile)</i></b>
<b>Parent Members</b>			
• Sandie Couper (Chair)	<a href="mailto:sccouper@bigpond.com">sccouper@bigpond.com</a>	9880 8027	0427 118 108
• Stephanie Whitwell	<a href="mailto:Steph_nee@hotmail.com">Steph_nee@hotmail.com</a>		0418 822 472
• Steven Jones	<a href="mailto:steven.jones@landmark.com.au">steven.jones@landmark.com.au</a>	9880 5238	0400 506 173
• Craig Mayfield	<a href="mailto:minyaka@bigpond.com">minyaka@bigpond.com</a>	9880 7011	0427 770 411
<b>Community Members</b>			
• Cheryl James	<a href="mailto:Cbcajames1@bigpond.com">Cbcajames1@bigpond.com</a>		0427 807 213
• Emma Meeking	<a href="mailto:emriebe_87@hotmail.com">emriebe_87@hotmail.com</a>		0419 881 512
• Brett Smith	<a href="mailto:brett1855@bigpond.com">brett1855@bigpond.com</a>		0419 909 749
<b>Staff Members</b>			
• Fina Di Russo	<a href="mailto:filomena.dirusso@education.wa.edu.au">filomena.dirusso@education.wa.edu.au</a>	9880 5053	
• Lorina Mulcahy	<a href="mailto:lorina.mulcahy@education.wa.edu.au">lorina.mulcahy@education.wa.edu.au</a>	9880 5053	
<b>Principal</b>			
• Aleks Mutavdzic	<a href="mailto:aleksandra.mutavdzic@education.wa.edu.au">aleksandra.mutavdzic@education.wa.edu.au</a>	9880 5053	

## **Communication Between Parents and Teachers**

You can approach your classroom teacher for the following issues:

- Academic progress
- General Behaviour
- Homework
- Assessment
- Attendance
- Social or emotional wellbeing

Teachers can be contacted via e-mail, appointment through office, appointment in person, student diary or note. Please DO NOT contact them using their mobile.

## **Communication Between Parents and the Principal**

You can approach the principal:

- If you were not able to achieve a satisfactory arrangement regarding your enquiry/concern with the class teacher
- Your enquiry/concern is about the conduct of a teacher or another member of the school staff
- Your enquiry/concern is about another aspect of school life that is impacting on your child's education
- If your enquiry/concern relates to the management or control of the school or the overall educational instruction of students.

The Principal can be contacted via email or appointment through the office.

# Pathways of Communication

## *Parents/Guardians – General*

Methods of providing general school operational information to parents.

<b>Channel</b>	<b>Details</b>	<b>Audience</b>	<b>Prime Accountability</b>
Connect	<ul style="list-style-type: none"> <li>Newsletters/Newsflash posted</li> <li>School reports posted</li> <li>Classroom/whole school reminders posted</li> <li>Classroom activities posted</li> </ul>	<ul style="list-style-type: none"> <li>Students</li> <li>Staff</li> <li>Parents/guardians</li> </ul>	Administration Class teachers
Newsletter and Newsflash	<ul style="list-style-type: none"> <li>Available weekly to registered parents/guardians and other stakeholders on request</li> </ul>	<ul style="list-style-type: none"> <li>All Parents/guardians</li> <li>Staff</li> <li>Wider community on request</li> </ul>	Administration
Website	<ul style="list-style-type: none"> <li>Current, user friendly, informative</li> <li>Annual reports and business plan</li> <li>School Handbook</li> <li>School policies</li> <li>P&amp;C minutes</li> <li>Board minutes</li> </ul>	<ul style="list-style-type: none"> <li>Internal and external stakeholders</li> </ul>	Administration
Assemblies	<ul style="list-style-type: none"> <li>Twice per term on Thursdays at 2.30pm</li> </ul>	<ul style="list-style-type: none"> <li>Students</li> <li>Staff</li> <li>Parents/guardians</li> <li>Families and wider community</li> </ul>	Administration Class teachers
Hard Copy Notes	<ul style="list-style-type: none"> <li>Permission slips</li> <li>Specific administrative letters/brochures</li> </ul>	<ul style="list-style-type: none"> <li>Parents/guardians</li> </ul>	Administration Teachers
Emails – school emails and individual staff members	<ul style="list-style-type: none"> <li>Newsletter and Newsflash</li> <li>Teacher-parent/guardian contact</li> <li>Parent/guardian-teacher contact</li> </ul>	<ul style="list-style-type: none"> <li>Parents/guardians</li> <li>Staff</li> </ul>	Administration Staff Parents
Facebook	<ul style="list-style-type: none"> <li>P&amp;C events, agendas and minutes</li> </ul>	<ul style="list-style-type: none"> <li>Parents/guardians</li> </ul>	P&C
Phone calls	<ul style="list-style-type: none"> <li>As required</li> </ul>		
Annual School Report	<ul style="list-style-type: none"> <li>Annual summary of school achievements</li> </ul>	<ul style="list-style-type: none"> <li>Parents/guardians</li> <li>Staff</li> <li>Families and wider community</li> </ul>	Administration Staff Board
School Business Plan	<ul style="list-style-type: none"> <li>Strategic direction of school for three year period</li> </ul>	<ul style="list-style-type: none"> <li>Internal and external stakeholders</li> </ul>	Staff Board
Hyden Primary School Handbook	<ul style="list-style-type: none"> <li>General information</li> </ul>	<ul style="list-style-type: none"> <li>Parents/guardians</li> </ul>	Administration Staff
Early Childhood Centre Handbook	<ul style="list-style-type: none"> <li>General information</li> </ul>	<ul style="list-style-type: none"> <li>Parents/guardians of Kindergarten and Pre-primary students</li> </ul>	Administration Staff
Notice Boards	<ul style="list-style-type: none"> <li>As needed</li> </ul>		Administration
Orientation	<ul style="list-style-type: none"> <li>General information</li> </ul>	<ul style="list-style-type: none"> <li>New and prospective families</li> </ul>	Administration Staff Board
Buddy System	<ul style="list-style-type: none"> <li>Existing family assigned to new families</li> </ul>	New and prospective families	Administration Board P&C

*Parents/Guardians – Committees*

<b>Channel</b>	<b>Details</b>	<b>Audience</b>	<b>Prime Accountability</b>
School Board	<ul style="list-style-type: none"> <li>Meetings twice per term – third, and second last Wednesday</li> <li>Annual General Meeting once a year</li> <li>Information on school website</li> <li>School newsletter</li> <li>End of year concert</li> <li>Sundowner Week 1 of Term 1</li> <li>Board Report; presented at P&amp;C meetings.</li> <li>Board Reports presented to staff</li> <li>Updates in Waveline News</li> <li>Hyden Karlgarin Householder</li> <li>Phone calls when needed</li> <li>Presence at Kindy orientation</li> </ul>	<ul style="list-style-type: none"> <li>Elected members from school and community</li> <li>Principal</li> <li>Parents and community</li> <li>Staff</li> <li>P&amp;C</li> </ul>	<ul style="list-style-type: none"> <li>School Chair</li> <li>Scribe</li> <li>Principal</li> </ul>
P&C	<ul style="list-style-type: none"> <li>Open meetings for community. Once per term at varied times</li> <li>Sundowner Week 1 of Term 1</li> <li>Facebook</li> <li>School newsletter</li> <li>Emails</li> <li>Updates in Waveline News</li> <li>Hyden Karlgarin Householder</li> <li>Presence at Kindy orientation</li> </ul>	<ul style="list-style-type: none"> <li>Parents/guardians</li> <li>Community</li> </ul>	<ul style="list-style-type: none"> <li>Administration</li> <li>P&amp;C executive committee</li> </ul>

*Parents – Student Centred*

<b>Channel</b>	<b>Details</b>	<b>Audience</b>	<b>Prime Accountability</b>
<b>Face to Face</b>	<ul style="list-style-type: none"> <li>Interim interviews in Term 1</li> <li>Formal and informal interviews, as required</li> <li>Parent information sessions, as needed</li> <li>Annual open classroom</li> </ul>	<ul style="list-style-type: none"> <li>Parents/guardians</li> <li>Teachers</li> <li>Administration</li> </ul>	<p>Classroom teachers</p> <p>Administration</p> <p>Parents/guardians</p> <p>Outside agencies</p>
<b>Academic Standard</b>	<ul style="list-style-type: none"> <li>Formal reports in Term 2 and 4</li> <li>Information presentations (varied)</li> <li>End of Year Presentation Assembly</li> </ul>	<ul style="list-style-type: none"> <li>Parents/guardians</li> <li>Teachers</li> <li>Administration</li> <li>Students</li> </ul>	<p>Administration</p> <p>Teachers</p>
<b>Absentee Notification</b>	<ul style="list-style-type: none"> <li>Written note to teacher</li> <li>Verbal</li> <li>Email</li> </ul>	<ul style="list-style-type: none"> <li>School</li> <li>Parents/guardians</li> </ul>	<p>Parent/guardian</p> <p>Administration</p>

*Staff to Staff*

- Bulletin – whole staff
- Emails – specific staff and staff groups
- Staffroom noticeboards
- Pigeonholes
- Noticeboards
- Staff meetings
- School Development Days
- Weekly memo

#### *Teachers to Parents / Guardians and Families*

- Emails and SMS
- Notes in student diaries and homework folders
- Scheduled face to face interviews
- Parent/guardian information session and open classroom– first Friday of Term 1
- Open classrooms
- Interim interviews, Term 1
- Notes and permission slips, as required
- Student reports
- School Website

#### *School to Other Stakeholders*

- Email MP's once per term with a good news story
- Email Department of Education once per term with a good news story
- Contact ABC radio with good news story or promotion of events
- Grandparents Day, Father's Day, Mother's Day
- Other special events

## **School Email Policy**

Email is seen as an effective form of communication between the school and parents. Hyden Primary School expects that parents and school staff will use email in a responsible manner. By communicating via email all users agree to adhere to this policy and expected behaviours it outlines. Users who do not comply with this policy may be requested to cease communicating in this way.

#### *Rationale:*

The use of email allows the school, teachers and parents to communicate together in a quick and efficient manner.

#### *Purpose*

- To ensure the use of email communication between teachers and parents is carried out in a mutually respectful manner.
- To ensure all email communication is treated in a confidential, legal and ethical manner.
- To provide processes that minimise the chance of inappropriate use, and provide clear consequences of such usage.

## *Email agreement*

All users MUST adhere to all email conditions below.

- Appreciate that using email to communicate does not result in an immediate response; however, a maximum 48 hour (workdays) acknowledgment of receipt is expected. Actual response to an email query may take up to two more days depending upon the request.
- The recipient of an email agrees to not forward, cut or past sections of a sender's email for further publication within the community without the explicit approval from the sender.
- If a recipient feels they are receiving an unreasonable amount of emails they can request that the sender desist in sending further emails and that this request will be followed.
- All email communication will be carried out in a professional and appropriate format and tone.
- All school email users will adhere to DoE Telecommunications Use policy for email communication.

<http://det.wa.edu.au/policies/detcms/policy-planning-and-accountability/policies-framework/policies/telecommunications-use.en?cat-id=3457966>