



COMMUNICATION POLICY

BACKGROUND

Camelot Rise Primary School aims to create clear lines of communication between staff, parents, students and the broader community. Clear lines of communication and sharing information are imperative to the successful running of a school.

PURPOSE

To ensure that communications between all members of the school community are clear, professional, timely and appropriate. This policy will provide guidelines for the provision of effective formal and informal communication between parents/guardians, staff, students and the wider community at Camelot Rise Primary School. Our aim is to have clear and effective communication with all families and the broader community.

GUIDELINES

Good communication is much more than the exchange of information. It is through effective and interactive communication that information is transmitted, understanding is developed and shared, trust is built, confidentiality respected and action coordinated. Research has shown that parent involvement and understanding of the school program supports their children's growth and achievement.

Camelot Rise Primary School will provide a variety of communication opportunities which will each serve a clear purpose, in order to share information, celebrate achievements, create understanding and build community spirit.

IMPLEMENTATION

At Camelot Rise Primary School we have a number of ways to communicate with families and the broader community
Social Media:

- COMPASS
- Email
- Newsletter
- Website
- Facebook

School/Direct Communication

- Face-to-face communication
- Telephone
- Information booklets
- Student reports
- Three-way conferences
- Surveys

The leadership team and School Council are responsible for:

- Ensuring that parents are aware of the procedures for raising ideas, comments and *complaints within the school

- Ensuring that the information booklet is reviewed annually and copies are available for new families
 - Ensuring that policies are clearly communicated to families
 - Continually updating and providing appropriate resources to support effective means of communication
- *Please refer to Parents Complaints Policy

The staff are responsible for:

- Using a variety of forms of communication, including verbal, written and electronic media to communicate effectively
- Communicating in ways that acknowledge racial, cultural, linguistic and economic diversity
- Communicating in ways that support student's learning
- Ensuring communication is checked by relevant people prior to being distributed to the community.

The parents/guardians/families are responsible for:

- Accessing and utilising the forms of communication provided by the school, in order to be informed
- Providing feedback to the school by completing surveys, being involved in policy reviews, school events and sub-committees
- Using appropriate methods and means of communication, and being guided by the school community code of conduct and school values when doing so
- Ensuring external signs used to advertise to the community have been approved by a staff member

EVALUATION

This policy will be reviewed as part of the school's three-year review cycle.

RELEVANT DOCUMENTS AND LINKS

CERTIFICATION

This policy was endorsed by School Council at the meeting held on August 2018.

Signed.....
Principal

Signed.....
School Council President