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# COMMUNICATIONS PROCEDURES AND SCHEDULE

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## PURPOSE

- To ensure that the communication of information at The Patch Primary School is carried out correctly and in a manner that complies with school, departmental and legal requirements.
- To ensure all stakeholders are provided with information in a timely and effective manner.
- To ensure appropriate ongoing training is provided to all staff, teaching and non-teaching, and to new staff members as part of the induction process.

## SCOPE

It is essential that the school communicates information in a timely manner to all stakeholders in accordance with established protocols, to protect the rights of individuals, to uphold our duty of care to students and to comply with departmental and legal requirements.

This policy is intended for School Leadership, staff and parents/carers at the school.

## POLICY

The school has a policy of open and cooperative communication. However, this policy recognises that the school has legal, departmental, local, professional and social obligations with regard to the communication of information.

Parents/carers are readily able to communicate with teachers face-to-face at any mutually agreeable time throughout the school year, electronically by sending an email through to the school's email account, or in written format directly to the teacher.

We value and actively seek input from all in our school community with the primary approach to seeking parental input through the members of School Council. Broader consultation throughout the school community will be undertaken where required and this consultation will be inclusive and non-discriminatory.

It is important to note that consultation does not mean decision making. Nor does it equate that decision-making will simply be based on popularity of ideas or weight of numbers.

DET employees are free to make public comment on issues relating to education, but in doing so, must be wary not to make comments that can be construed as negative criticism of our school, School Council, our community, staff or community members.

As a matter of professional courtesy, and as a requirement of Section 3.6 of the Teaching Services (Conduct of Duties) Order 1998 staff will communicate with the Principal before making public comment or formal statement on educational issues or that bears on the

organisation or program of the school or place of work. The Principal and School Council President will ensure that each other are informed.

In providing advice to students, teachers should limit their advice to areas within their professional knowledge, ensure it is given in situations arising from a role specified by the Principal and ensure such advice is correct and in line with the most recent available statements. Please refer to the school's *Duty of Care Policy*.

The *Privacy & Data Protection Act 2014* and the Health Records Act require that schools protect the interests of individuals with regard to their personal information and respect the individual's right to control how their personal information is used, and for what purpose.

The school will only collect consensual information that it requires about individuals, and will only communicate and disclose information for the purposes for which it was collected. Any person seeking information from the school that falls outside the school's previous practices must be directed to the Principal who may require that a formal written Freedom of Information request be made.

All such Freedom of Information requests will be referred to the Manager, Freedom of Information and Privacy Unit.

Information sought by police, including interviews of students must be directed to the Principal.

Requests from Department of Health & Human Services (DHHS) Child Protection Unit personnel regarding students or families will be complied with at all times.

The school will comply with court subpoenas to provide information at all times, but will not respond to requests from lawyers seeking information without DET approval.

Action may be taken by individuals, the Department or organisations against staff members who choose to communicate information improperly.

The school will table its Annual Report to the School Community at an open meeting of the School Council as soon as all components are finalised. This report will subsequently be made available to all in our community through the school's website. The content of the Annual Report will reflect the requirements of the DET.

School Council records are not available to the general community.

We will provide a minimum of two comprehensive written reports, hold family meetings at the beginning of the year for each student and a 3 way conference in Term 3. Student Support Group Meetings are held at least once a term for students on the Program for Students with Disabilities, Out of Home Care students and Koori students.

The school will identify those aspects of its policies and procedures which must be communicated to staff and parents/carers. Please refer to the attached Communication Schedule.

### FURTHER INFORMATION AND RESOURCES

Please refer also to the school's:

- Care Arrangements for Ill Children Policy
- Information and Privacy Policy
- Policy Development & Review Policy
- Procedures for Recording & Verifying Working with Children (Suitability) Checks and VIT Registration Policy
- Statement of Values and School Philosophy Policy
- Yard Duty and Supervision Policy

### REVIEW CYCLE

This policy, was developed in 2016 and will be reviewed as part of the school's five-yearly review cycle or if guidelines change

## COMMUNICATION SCHEDULE FOR MEMBERS OF THE SCHOOL COMMUNITY

AREA	FOR WHOM INTENDED	TRAINING / INFORMATION REQUIRED	WHEN/How	BY WHOM
<b>School Policies</b>	Child Safe Information and Privacy Parent Payments Photographing & Filming Children Mobile Phones, Student Wellbeing and Engagement A Also accessible on the website Parents upon request - all or a single policy Staff – accessible through google drive	No  PD for new staff members	Copies of policies to parents on enrolment  As part of the induction process	Principal / Assistant Principal  Leadership Team
<b>Anaphylaxis Management</b>	Staff  Parents	Yes  Yes, if a student at risk enrolment	Once per semester New staff as part of the induction process  Copy of policy to parents Newsletter item advising all parents	Staff member with up-to-date training  Principal / Assistant Principal ES Staff
<b>Asthma Management</b>	Staff	Yes	The free one-hour Asthma Education session at least every three years New staff as part of the induction process	Asthma Foundation  Assistant Principal
<b>SunSmart</b>	Parents Staff Students	Yes	Newsletter articles end of Term 3, beginning of Terms 4 & 1	ES Staff
<b>First Aid</b>	Staff	Yes	General principles as applicable to The Patch PS– early Term 1 and new staff as part of the induction process CPR every two years	First Aid Coordinator

			Level 1 First Aid training every 5 years	Provider Australian first Aid
<b>Medication (Administration of)</b>	Parents Staff	Yes	Newsletter articles beginning each semester New staff as part of the induction process	ES Staff  Assistant Principal
<b>Child Safety Responding &amp; Reporting Obligations (Mandatory Reporting)</b>	Staff/Volunteers	Yes	Annually – online modules  New staff/volunteers as part of the induction process	Member of the Leadership Team  Assistant Principal
<b>Child Safe Policies</b>	Staff  Parents Volunteers, Visitors, Contractors	Yes  Yes	Annual training for staff. New staff as part of the induction process  Briefings and notices as per the Child Safe Informing the School Community Policy	Principal Assistant Principal Member of the Leadership Team ES Staff Principal Assistant Principal

AREA	FOR WHOM INTENDED	TRAINING / INFORMATION REQUIRED	WHEN/How	BY WHOM
<b>Complaints</b>	Parents	Yes	Newsletter articles on how to make complaints at this school beginning each semester	ES Staff
<b>Emergency Management Plan</b>	Staff  Parents	Yes  Yes	Practice emergency procedures once per term Newsletter articles after each drill and/or communication via email to parents	Emergency Management Coordinator ES Staff
<b>Privacy Policy</b>	Parents  Staff	No  Yes	Copy of policy on enrolment  Annual briefing  New staff as part of the induction process	Principal / Assistant Principal Member of the Leadership Team
<b>Medical Emergencies</b>	Staff	Yes	Annual briefing  New staff as part of the	Member of the Leadership Team

			induction process	Assistant Principal
<b>Photographing &amp; Filming Children</b>	Parents	Yes	Copy of policy on enrolment Reminder newsletter articles beginning each semester and before school photos are taken	Principal / Assistant Principal ES Staff
<b>Yard Duty/ Supervision</b>	Parents Staff	Yes – please do not discuss students issues with staff on yard duty  Yes	Newsletter articles beginning each semester  New staff as part of the induction process	ES Staff Assistant Principal
<b>Statement of Values and School Philosophy</b>	Staff  Parents	Yes  Yes	New staff as part of the induction process Displayed strategically throughout the school and discussed if required with prospective parents	Principal / Assistant Principal
<b>Risk Management</b>	Staff	Yes	New staff as part of the induction process	Assistant Principal
<b>Dangerous Goods/ Hazardous Substances</b>	Staff	Yes – Chemical Register	New staff as part of the induction process	Assistant Principal
<b>Health Care Needs Policy</b>	Parents	No	When a student with a specific medical need presents for enrolment	Principal / Assistant Principal
<b>Mobile Phones,</b>	Parents  Students  Staff	Yes	Copy of policy on enrolment  Reminder newsletter articles beginning each semester  Class teachers to brief students as part of the yearly commencement procedures New staff as part of the induction process	Principal / Assistant Principal  ES Staff  Class Teachers  Assistant Principal

AREA	FOR WHOM INTENDED	TRAINING / INFORMATION REQUIRED	WHEN/How	BY WHOM
Drug Education	Staff	Yes	Annual briefing  New staff as part of the induction process	Member of the Leadership Team  Assistant Principal
Duty of Care	Staff	Yes	Annual briefing with a copy of this policy provided and placed on the intranet  New staff as part of the induction process	Member of the Leadership Team  Assistant Principal
Parent Payments	Parents  Staff	Yes  Yes	Policy and information re school payments for the following year at least six weeks before the end of the school year Annual briefing on dealing with parent hardship New staff as part of the induction process	School Council Principal  Principal Assistant Principal
Bullying Prevention	Parents  Staff/Volunteers	Yes  Yes	Copy of policy on enrolment  Annual briefing New staff/volunteers as part of the induction process	Principal / Assistant Principal Member of the Leadership Team Assistant Principal
Student Wellbeing and Engagement	Parents  Staff	Yes  Yes	Copy of policy on enrolment  Annual briefing New staff as part of the induction process	Principal / Assistant Principal  Member of the Leadership Team Assistant Principal
Staff Leave	Staff	Yes	New staff as part of the induction process	Assistant Principal
Working with	Parents	Yes	Twice yearly information in the Newsletter and	ES Staff

Children (Suitability) Checks			published on the school's webpage.	
Student Attendance	Staff	Yes	Twice yearly briefing with copy on the intranet New staff/volunteers as part of the induction process	Member of the Leadership Team Assistant Principal

