



# COMMUNICATION POLICY

## 1. Purpose

Communication at Blue Gum Montessori School is central to what that we do. Communication facilitates awareness, understanding, involvement and learning.

Communication is used both inside and outside the classroom. Including between:

- students;
- students and staff;
- staff;
- staff and existing and prospective parents/families; and
- the Blue Gum Montessori School community and the wider community.

The manner, mode and content of communication is also a reflection on Blue Gum Montessori School, impacts on Blue Gum Montessori School's cohesiveness and success, and impacts on the reputation of the school community (collectively and individually).

The Communication Policy should be read in conjunction with :

- Parent Community Code of Conduct
- Staff Code of Conduct

## 2. Scope

The purpose of this Policy is to ensure that all communication by Blue Gum Montessori School is undertaken in an open, transparent, fair, responsible and respectful manner.

## 3. Policy Statement

We are committed to working together to meet the various needs of our school community. What happens at school and the relationship between home and school is critical to ensuring that:

- students are happy, secure and meet their best learning outcomes;
- staff are valued, informed and high performing; and
- our school community are supported and engaged.

Central to achieving this is trust, open and effective communication between all members of the school community.

## 4. Policy Principles

To ensure:

- All communication contributes to a positive, productive and harmonious school environment for all.
- All communication is directed to the successful development of our students and our school community.
- That expectations, guidelines and standards are clearly communicated to all current and prospective students, staff, parents and families and other community members.

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- Communication is appropriate in manner and content:
  - That communication is respect, equity and understanding;
  - That proper consideration is given to the individual needs and characteristics of recipients;
  - That communication does not and is not used to discriminate, bully, harass or offend in any way;
  - That communication is courteous and appropriate for a place of work; and
  - That communication otherwise complies with professional standards and legal obligations.
  - Any form of racism or disrespect will trigger a review of the families enrolment under the code of conduct.
- The mode of communication is appropriate:
  - That effective, informative and relevant communication occurs between all school community members;
  - That processes are in place for open and honest communication amongst all school community members;
  - That all communication is optimised, efficient, properly targeted and timely;
  - That communication is considered holistically, and consideration is given to multimodal strategies;
  - That proper consideration is given to the individual needs and characteristics of recipients;
- That confidential information is managed in a manner consistent with community expectations, professional standards and legal obligations
- That clear, positive and fair processes and guidelines are provided which allow issues or concerns to be aired and resolved in a timely, effective and respectful manner

### 5. School Community Bodies / Positions

#### 5.1. Administration

The Principal is responsible for managing all school communication (including delegation of communication management). All staff will comply with any directive given by the Principal regarding school communication. Only the Principal, School Coordinator, HROPs or Business Manager will send communication for the school.

Newsletter, School App and Website formats should be used as priority. Where email communication occurs, parent email addresses must always be kept private and confidential - use the **BCC** address box in outlook.

#### 5.2. PCG

The PCG communicates with the school community on events, projects and fundraising via the Closed Facebook Group. PCG communications are limited to PCG business. The primary mode of internal PCG communication will be via the PCG meetings. The Principal /delegate will be invited to attend each P&C meeting. The PCG must communicate, as needed, to ensure that its role and activities are understood by the school community. All correspondence

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regarding PCG business should come through the Principal/delegate. PCG communications to the school community must be authorised by the Principal prior to being sent. PCG communications to the school community must not detract from wider Blue Gum Montessori School.

### **5.3. School Board**

The School Board communicates with the school community on strategic direction, overall school governance and community survey. School Board communications are limited to School Board business. The primary mode of internal School Board communication will be the Board meeting (held twice a term, or as required). In addition to Board meetings, the Chairman will be in regular contact with the Principal regarding School Board activities. School Board communications with the school community will, at a minimum, be through the Strategic Plan and Annual Reports. The School Board must communicate, as needed, to ensure that its role and activities are understood by the school community.

School Board communications to the school community must (except in exception cases) be authorised by the Principal prior to being sent. School Board communications to the school community must not detract from wider Blue Gum Montessori School. School Board communications should, where possible, form part of wider Blue Gum Montessori School communications. Due to privacy, bulk use of email information is prohibited unless permission is provided by the Principal. Newsletter, School App and Website formats should be used as first priority. Where email communication occurs, parent email addresses must always be kept private and confidential - use the BCC address box.

### **5.4. Class Liaison to Parent Guardians**

Each classroom will have one or more Class Liaison. Class Liaisons communicate with the parents of students (within that classroom) regarding social events. Communications should be only used for social event contact. All correspondence regarding school and classroom business must come through the teacher. Parent Representatives must seek permission from parents prior to disclosing personal / email information

## **6. Modes of Communication:**

### **6.1. Staff to Staff communication**

- Staff meetings
- Bulletin
- School development meetings
- Weekly collaboration meetings
- Emails - specific staff and staff groups, avoid ALL STAFF emails unless appropriate to do so.
- Communication to Administration regarding student health and well-being when necessary.
- Student/class handover communication.

### **6.2. Teachers to Parents/guardians and Families**

- Emails
- Face to Face Interviews - as required.

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- Parent/teacher evening – as per school and Department Reporting to Parents policy.
- Parents/guardians Information sessions.
- Notes and Permission Slips.
- Website as required.
- Reports
- Notice Board as required.
- Schools Online as per system requirements.

### 6.3. Parents / guardians to School

- Emails to classroom teacher / administration.
- Phone call to administration. Classroom teachers will be informed of parent / guardian phone calls unless it is inappropriate to do so.
- Informal and formal scheduled face to face meetings. Parents / guardians should be encouraged to contact and discuss class related issues with the classroom teacher in the first instance.

### 6.4. Absenteeism notification

- Email - teacher or administration.
- Written notes.
- Verbal - face to face.
- Phone call to administration.
- Via School App

### 6.5. School to School / Local / Broader Community

- Annual Report.
- School Handbook.
- Website.
- Media statements.
- Ministerial briefings.
- Advertising / brand development / promotional material.
- Letters / Newsletters / Emails to local from Principal, School Board Chairman or PCG
- Formal and informal meetings with business owners, leaders, community groups and professional forums.

The Principal must be informed prior to any School to Local / Broader Community communications. This must include the nature, content and timing of any communication.

Where appropriate, any feedback from the communication should also be provided to the Principal as soon as reasonably practicable. This will ensure that the Principal in consultation with the Chair (as the primary spokesperson for Blue Gum Montessori School) is in a position to respond to any communications that the School may receive from the Local / Broader Community.

Mode	Details	Audience	Prime Accountability
Newsletter (MailChimp)	Every 2 weeks during term time	All staff / parents / guardians	Administration (HROPS or delegate)
School App	When required	All parents	Administration (HROPS or delegate)

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Website	Current, user friendly, and informative – <ul style="list-style-type: none"><li>• Annual reports.</li><li>• School Handbook available.</li></ul>	Internal and external stakeholders	Administration (HROPS or delegate)
School App	As required	All parents / guardians	Administration (HROPS or delegate)
Email	All Staff communication All parent/guardian communication	Parents/guardians Staff	Administration (HROPS or delegate)
Notice Boards	Up to date events and information Reflects/reinforce information in the newsletter	Parents/guardians Staff	Administration (HROPS or delegate)
Face to Face	Parent information sessions Interviews when required	Parents/guardians external providers	Classroom Teachers Administration
Media*	Contact through Administration and given to Principal then in consultation with the Chair	Broader community	Principal
PCG	Open meetings for School community	Parents/guardians	Administration PCG
The Board	Open meeting for community once a year, at the AGM or when required  Summaries in Newsletter/via email when required	Parents/guardians Staff  Greater community, if required	Principal School Chair

\*Any School Visits by media will be show to the Board Room as immediately notified to the Principal or member of Executive. No communication will be extended into without the Principal or Chair authorisation.

### 7. Responsibilities

The Principal is responsible for managing all school communication (including delegation of communication management).

#### 7.1. Compliance, Monitoring and Review

Compliance, monitoring and review of communication within the school is continual.

#### 7.2. Reporting

Any incidents whereby the contents of this Policy have not been adhered to, must be reported to the Principal.



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### 7.3. Records Management

Approval and Amendment History	Details	Date
Original Approval Authority and Date		23/9/2016
Amendment Authority and Date		
Review		22/6/2017
Review		08/04/2019