



COMMUNICATION POLICY

1. Purpose

Communication at Blue Gum Montessori School (BGMS) is central to all we do. Communication facilitates awareness, understanding, involvement and learning. This Policy aims to ensure that all communication by BGMS is undertaken in an open, transparent, fair, responsible and respectful manner.

Communication is used both inside and outside the classroom, and locally, nationally and internationally.

Including communication with:

- students
- staff
- students and staff
- staff and existing and/or prospective parents/families
- the BGMS community
- the wider community
- relevant authorities
- professional networks
- business partners and contractors

The manner, mode and content of communication influences the reputation of BGMS, impacts School cohesiveness, clarity and success, and has an impact on financial outcomes; including effective use of time, efficient operational expenditure and optimising enrolments.

This Communication Policy should be read in conjunction with, but not limited to:

- BGMS Communications with Separated Parents Policy
- BGMS Attendance Policy and Procedure
- BGMS Enrolment and Orientation Policy
- BGMS Employment Policy and Procedure
- BGMS Staff Code of Conduct
- BGMS Community Code of Conduct
- BGMS Privacy Policy
- BGMS Data Security Policy and Procedure
- BGMS Social Media and ICT Policy
- BGMS Staff Code of Conduct
- BGMS Workplace Fair Treatment Policy and Procedure
- BGMS Fair Treatment Grievance Procedure
- BGMS Emergency and Critical Incident Policy and Procedure
- BGMS Assessment and Reporting Policy
- BGMS Adult Mobile Device Policy



- BGMS Child Protection and Mandatory Reporting Policy
- BGMS Student Medical Arrangement Policy and Procedure

2. Scope

The policy applies to all BGMS staff, students, families and the wider community (local, national and international).

3. Policy Statement

BGMS is committed to working with stakeholders to meet the various needs of our school community. Child safety is our priority, and all communications will be made with consideration given to child safety and welfare. BGMS communications abide with all relevant laws and legislation.

Maintaining open and effective communication between all members of the school community is central to achieving BGMS strategic aims. The relationship between families, students and the School is critical to ensure that:

- students are happy, secure and able to realise their best learning outcomes
- staff are valued, informed and engaged
- our school community is supported and engaged

4. Policy Principles

This policy engages the following Principles:

- communication contributes to a positive, productive and harmonious school environment
- communication is designed for the success of our students and our school community
- expectations, guidelines and standards are clearly communicated to all current and prospective students, staff, parents, families and community members
- communication is appropriate in manner and content, including communication that:
 - embeds respect, equity and understanding
 - considers the individual needs and characteristics of recipients
 - does not discriminate, bully, harass or offend in any way
 - is courteous and appropriate for a place of work
 - complies with professional standards and legal obligations
 - meets Code of Conduct obligations (Staff, Student and Community)
- The mode of communication is:
 - effective, informative and relevant
 - open and honest
 - optimised, efficient, properly targeted and timely
 - holistic, and consideration is given to multimodal strategies
 - cognisant of the individual needs and characteristics of recipients
- confidential information is managed in a manner consistent with community expectations, professional standards, legal obligations and BGMS policies and procedures
- clear, positive and fair processes and guidelines allow issues or concerns to be 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/Delegates will send communications on behalf of the school.

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

5.2. Parent Community Group (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 PCG meetings. The Principal / Delegate will be invited to attend PCG meetings, as appropriate. The PCG must communicate, as needed, to ensure that its role and activities are understood by the School community. All correspondence regarding PCG business should be approved by 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 BGMS, or negatively impact the reputation of BGMS.

5.3. BGMS Board

The BGMS Board communicates with the school community on strategic direction, overall school governance and community issues (where appropriate). BGMS Board communications are limited to BGMS Board business, and are not made regarding operational matters. The primary mode of internal BGMS Board communication will be the BGMS Board meeting (held twice a Term, or as required). In addition to BGMS Board meetings, the Chair will be in regular contact with the Principal regarding BGMS Board activities. BGMS Board communications with the school community will, at a minimum, be through the BGMS Strategic Plan and BGMS Annual Reports. The School Board must communicate, as needed, to ensure that its role and activities are understood by the School community.

BGMS Board communications to the School community must (except in exceptional cases) be authorised by the Principal prior to being sent. BGMS Board communications should, where possible, form part of wider BGMS communications. Due to privacy, bulk use of family email information is prohibited unless permission is provided by the Principal. Newsletter, School Applications and Website formats should be used as a priority. Where email communication occurs, parent email addresses must always be kept private and confidential - using the BCC address box, where appropriate.

5.4. Class Liaison

Each classroom has one or more Class Liaisons. Class Liaisons communicate with the parents of students (within that classroom) regarding social events. Communications are only used for social event contact. All correspondence regarding School and classroom business is communicated by BGMS. Class Liaisons must seek permission from parents prior to disclosing personal / email information to groups such as classroom families.



6. Modes of Communication

6.1. Staff to Staff Communication

- Staff meetings
- Weekly Bulletin
- Professional Development/Learning meetings
- Weekly collaboration meetings – including Cycle meetings, Learning Engagement meetings and area meetings
- Emails - specific staff and staff groups. ALL STAFF emails are to be used judiciously
- Administration - Attendance and student health/wellbeing
- Student/class handover communications

6.2. Teachers to Parents / Guardians and Families

- Emails
- Face to Face Interviews - as required
- Formal Parent/teacher meetings
- Parents/guardians Information sessions
- Notes and Permission Slips
- Incident Reports
- Academic Reports
- Notice Board as required
- Schools Application
- Website as required

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 are to contact and discuss class related issues with the classroom teacher in the first instance

6.4. Absenteeism Notification

- Phone call to Administration
- Email - Teacher or Administration
- Written notes
- Verbal - face to face

6.5. School to School / Local / Broader Community

- BGMS Annual Report
- BGMS Publications
- Website
- Media statements
- Ministerial briefings
- Advertising / brand development / promotional material
- Letters / Newsletters / Emails from the Principal
- 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 the Principal, in consultation with the Chair is able to respond to any communications that the School may receive from the Local / Broader Community.

6.6 Communications Summary

Mode	Details	Audience	Prime Accountability
Newsletter	Minimum of twice per Term	All staff / Parents / Guardians	Administration (Principal/delegate)
School App	When required	All Parents	Administration (Principal/delegate)
Website	Current, user friendly, and informative. • Annual reports. • Policies are required	Internal and external stakeholders	Administration (Principal/delegate)
School App	As required	All Parents / Guardians	Administration (Principal/delegate)
Email	All Staff communication All Parent / Guardian communication.	Parents / Guardians Staff	Administration (Principal/delegate)
Notice Boards	Events and information. Reflects the newsletter.	Parents / Guardians Staff	Administration, Principal/delegate and classroom teacher
Face to Face	Parent information sessions. Interviews when required.	Parents / Guardians. External providers.	Administration Classroom Teachers Administration
Media*	Contact via Administration, and given to Principal, then Chair consultation.	Broader community	Principal
PCG	Open meetings for School community	Parents / Guardians	Administration (Principal/delegate). PCG
The Board	Open meeting for community once a year, at the AGM or when required. Summaries in Newsletter/via school communication platforms when required	Parents / Guardians. Staff. Broader community, if required.	Principal/Delegate and School Chair
Marketing	Social Media, school website, school displays, enrolment evenings, brochures, and other school publications	Internal and external stakeholders	Administration (Principal/delegate)

*Any School Visits by media will be shown to the School Reception and the Principal/member of the Executive is to be notified immediately. No communication will be entered into without the Principal and/or Chair's authorisation/consultation.



7. Responsibilities

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

7.1. Compliance, Monitoring and Review

Compliance, monitoring and review of BGMS communications is continual, and is managed by the Principal/Delegate.

7.2. Reporting

Any incidents whereby the contents of this Policy have not been maintained must be reported to the Principal. The Principal/Delegate is responsible for any reporting associated with this Communication Policy.

7.3. Records Management

The Principal/Delegate is responsible for records management associated with this Communication Policy.

Approval and Amendment History	Details	Date
Original Approval Authority and Date		23/09/2016
Review		22/06/2017
Review		08/04/2019
Review, Amend and Reformat	Spelling and grammatical errors	30/06/2025
Review and Update	Principal	08/10/2025