

COMMUNICATION POLICY

PURPOSE

It is essential that staff members of the school communicate information in line with established protocols so as to preserve the professionalism of the school, to protect the rights of individuals, to uphold our duty of care to students, and to comply with DET and legal requirements.

SCOPE

This policy applies to all members of the Tecoma Primary School community.

POLICY

To ensure that the communication of information is carried out correctly and in a manner that complies with school, departmental and legal requirements.

GUIDELINES FOR IMPLEMENTATION:

Tecoma Primary School has a policy of open and cooperative communication.

This practice however recognises that staff members have legal, departmental, local, professional and social obligations with regards the communication of information.

Department of Education 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.

The Information Privacy Act 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. Please refer to our Privacy Policy for further information.

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 Department of Education's Freedom of Information Unit.

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

Requests from Department of Human Services (DHS) 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.

At Tecoma Primary School we will provide a minimum of two written reports (one at the end of Semester One and one at the end of Semester Two) each year. A 'tell me about your child' interview will take place between parents and teachers early in the school year and a further parent-teacher interview will take place immediately after Semester One reports are sent home to parents. Additional interviews may take place between teachers and parents throughout the school year, if required or if requested.

There are many school policies and procedures which members of the school community need to be aware of. The school community is made aware of these through a number of avenues, which are outlined on Tecoma Primary School's Communication Table (*Appendix 1*).

REVIEW CYCLE

This policy was last approved by school council on **27th October, 2020** and is scheduled for review in **June, 2023**.

Tecoma Primary School's Communication Table

School Policies	newsletter	website	Notices/ Handbook	other
Administration of Medication Policy (plus Medication Authority Form)		√		Sent to relevant families
Allergy Policy		√		Sent to relevant families
Anaphylaxis Policy		√		Sent to relevant families
Assessment and Reporting Policy		√		
Asthma Policy		√		Sent to relevant families
Attendance Policy		√		On enrolment
Bicycle Education Policy		√		Sent to all families of year 5/6 students prior to Bike Ed program each year
Buddy Policy		√		
Bullying Prevention Policy		√		
Bushfire Policy	√	√		
Camp Policy		√	√ prior to school camps	
Care Arrangements for Ill Students and Students with Medical Conditions		√		Sent to relevant families
Child Protection Reporting Policy		√		
Child Safety Policy		√		On enrolment
Continuous Improvement Policy		√		
Communication Policy		√		
Community Consultation Policy		√		
COVID-19 Return to School Policy		√		√ emailed to all parents during Remote Learning
Critical Incident Policy		√		
Curriculum Policy	√	√		
Cyber Safety Policy		√		
DET - Health, Safety and Wellbeing Policy - 2018		√		
Digital Technologies (Internet, Social Media and Digital)		√		On enrolment to school + in year 3
Duty of Care Policy		√		
Excursion and Incurtion Policy		√		
External Provider Policy		√		
Financial Hardship Policy		√		
Fire Prevention and Maintenance Policy		√		
First Aid Policy		√		
Formation of Classes Policy	√ first newsletter in term 4	√		
Fundraising Policy		√		
Gifts Benefits and Hospitality Policy		√		
Health Care Needs Policy		√		Sent to relevant families
Homework Policy		√		
Inclusion and Diversity Policy		√		

Internet & Email Policy		√		
Mobile Phone, Tablets and all other Personal Electronic Devices Policy		√		
Out of School Hours Care (OSHC) Policy				Upon enrolment to the service
Parent Payment Policy and Implementation		√		
Personal Property Policy		√		
Procedures to Maintain Registers Policy		√		
Procurement Policy		√		
Raising Concerns or Complaints Policy		√		
School Uniform Policy		√		
School Privacy Policy		√		
Statement of Values and School Philosophy Policy		√		
Student Engagement and Wellbeing Policy (including Discipline Procedures)		√		
SunSmart Policy	√	√		
Swimming Policy	√ prior to whole school swimming program	√		
Transition Policy		√		
Visitors Policy		√		
Volunteers Policy		√		
Working With Children's Check Policy		√		