

# 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 DE 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 Families, Fairness and Housing (DFFH) - 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 DE 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*).

## **POLICY REVIEW AND APPROVAL**

<i>This policy has a review cycle of 3-4 years</i>	<i>This policy was approved by School Council on <b>8<sup>th</sup> August, 2023</b> and is scheduled for review in <b>June, 2027</b>.</i>
<i>Reviewed by</i>	<i>Rohan Thompson, Di Double, Lisa Hoskins-Faul, Breeann Schafter, Stuart McLean, Hannah Godlevsky, Phil Darbyshire, Helen Kesarios</i>
<i>Approved by</i>	<i><b>Principal</b> – Rohan Thompson <b>School Council President</b> – Lisa Dell</i>

Tecoma Primary School's Communication Table

School Policies	newsletter	website	Notices/ Handbook	other
Aboriginal Learning, Wellbeing and Safety Action Plan		√		
Administration of Medication Policy		√		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 students prior to Bike Ed program each year
Buddy Policy		√		
Bullying Prevention Policy		√		
Bushfire Policy	√	√		
Camps & Excursions Policy		√	√ prior to school camps	
Cash handling Policy		√		
Child Safety and Wellbeing Policy		√		On enrolment
Child Safety Responding and Reporting Obligations Policy		√		
Child Safety Code of Conduct		√		On enrolment and/or when volunteering
Communication Policy		√		
Communication with School Staff Policy		√		
Community Consultation Policy		√		
Community Use of School Facilities Policy		√		
Complaints Policy		√		
Continuous Improvement Policy		√		
Curriculum Framework Policy	√	√		
Cybersafety Policy		√		
DET - Health, Safety and Wellbeing Policy - 2018		√		
Digital Learning (Internet, Social Media and Electronic Devices)		√		On enrolment to school + in year 3
Duty of Care Policy		√		
Electronic Funds Management Policy		√		
External Provider Policy		√		
Fire Prevention and Maintenance Policy		√		
First Aid Policy		√		
Fundraising Policy		√		
Formation of Classes Policy	√ first newsletter in term 4	√		
Gifts Benefits and Hospitality Policy		√		
Health Care Needs Policy		√		Sent to relevant families

Homework Policy		√		
Inclusion and Diversity Policy		√		
Junior School Council Policy		√		
Mobile Phone, Tablets and all other Personal Electronic Devices Policy		√		
Mobile Phones (Student Use) Policy	√	√		
Offensive Materials and Themes Policy				
Out of School Hours Care (OSHC) Policy				Upon enrolment to the service
Parent Payment Policy		√		
Personal Property Policy		√		
Photographing, Filming and recording Students Policy		√		On enrolment
Privacy Policy		√		
Procedures to Maintain Registers Policy		√		
Procurement Policy		√		
Professional Learning Policy		√		
Respect for School Staff Policy		√		If the need arises
School Purchasing Card Policy		√		
School Uniform and Student Dress Code Policy		√		Upon enrolment
School Privacy Policy		√		
Statement of Values and School Philosophy Policy		√		
Student Wellbeing and Engagement Policy		√		
Sun Protection Policy	√	√		
Swimming Policy	√ prior to whole school swimming program	√		
Transition Policy		√		
Visitors Policy		√		
Volunteers Policy		√		
Working With Children's Clearance Register Procedure		√		
Yard Duty and Supervision		√		