

# COMMUNITY CONSULTATION POLICY

## PURPOSE

Tecoma Primary School is committed to meeting the needs of the local community. In doing so, we will communicate openly and transparently with the community, seeking community input into school direction, priorities and decisions making.

## SCOPE

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

## POLICY

This policy is in place to best provide for the needs of our community members by ensuring that the school community is adequately consulted on all appropriate occasions.

### **Guidelines for Implementation**

At Tecoma Primary School we value and actively seek community input.

Community consultation provides alternative views, broadens perspectives and enhances the school's ability to cater for the needs of all of its students.

Tecoma Primary School will strongly promote and support our School Council, the Parent Network, and other community groups and committees, etc. as a mechanism for consultation.

The Tecoma Primary School community will be consulted on all appropriate topics, using processes that are timely, transparent and that maximise input. Consultation will focus on the community groups most affected by the potential outcome. Consultation will be inclusive and non-discriminatory.

Generally the community will be consulted on policymaking, school direction and planning, the formation of goals and priorities, curriculum planning and documentation, where appropriate, and the processes such as the reporting of student progress and community learning opportunities.

There are many operational decisions, such as individual teacher's roles, which would be inappropriate for community consultation.

The community will be informed 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.

Consultation tools may include surveys, questionnaires, meetings or open forums. Information gleaned from community consultations will be openly distributed.

All decisions made after community consultation will be openly communicated, as will the reasoning supporting such decisions.

The Raising Concerns and Complaints Policy outlines procedures and includes proformas for staff and parents to complete.

## Interpreting Services

We can arrange for interpreting support if you are from a language background other than English and need help with understanding important educational information about your child. Please contact the school office for more information.

## Requests for information

Parents and carers are generally entitled to information ordinarily provided to parents, including school reports and newsletters.

Parents and carers seeking information that is not ordinarily provided to parents are encouraged to apply for access through the Freedom of Information process, or, if the information is sought for use in court proceedings, by issuing a subpoena.

Freedom of Information requests should be directed to:

Manager – Freedom of Information Unit  
Department of Education and Training  
2 Treasury Place  
EAST MELBOURNE VIC 3002  
03 9637 3134  
[foi@education.vic.gov.au](mailto:foi@education.vic.gov.au)

## COMMUNICATION

This policy will be communicated to our school community in the following ways:

- Available publicly on our school's website
- Included in staff induction processes and staff training
- Discussed at parent information nights/sessions
- Reminders in our school newsletter
- Hard copy available from school administration upon request

## POLICY REVIEW AND APPROVAL

<i>This policy has a review cycle of 4-5 years</i>	<i>This policy was approved by School Council on <b>15<sup>th</sup> June, 2021</b> and is scheduled for review in <b>June, 2026</b>.</i>
<i>Reviewed by</i>	<i>Rohan Thompson, Di Double, Chelsey Robins, Stuart Mclean, Matt Ford, Bec Hale, Lisa Hoskins-Faul</i>
<i>Approved by</i>	<i><b>Principal</b> – Rohan Thompson <b>School Council President</b> – Lisa Dell</i>