



"A light beneath our feet"

POLICY NAME	Communication Policy
POLICY AREA	School Based Policy
ORIGINALLY RELEASED	2016
REVIEW DATE	2019, 2022, 2025

Communication Policy

Rationale

Parents and carers play an important role in their children's education and a strong partnership between parents and the school enriches their learning experiences. Good communication is central to our community being informed about all that happens in and about our school. The many different forms of communication used in schools and society encourages everyone to become fully informed and informed.

Goals

At St Anthony's School, we understand that good communication is a two way process and needs to be regular, relevant and timely so all concerned, be they staff, students or parents, acquire details as required. We recognise and expect that everyone will, in any form of communication, adhere to respectful and polite behaviours at all times. Better communication will result in more effective use of time and improved morale for all involved.

Implementation

St Anthony's School will meet its commitment to engaging in successful communication through providing open and transparent information about all our programs and procedures. These protocols outline the communication responsibilities for staff, students and parents to support everyone to become fully informed and to strengthen the home and school partnership.

Staff Responsibilities:

- Ensure parents are informed of school events via one or more of the following methods: email, school website, school newsletter, classroom noticeboard, school noticeboards, official school social media (P & F Facebook), office SMS communication, Class Dojo or class representatives .
- Respond to emails and messages within 2 working days.
- Contact parents via phone or email to arrange a meeting if they have concerns for a student's welfare. □
- Ensure notices are sent to the office so office staff can add events to the calendar and know what is happening in the school.
- Clearly communicate expectations to parent helpers (sign in at office, wear a badge, confidentiality etc.).

Parents/Guardians will:

- Check the website regularly and read the school newsletter. □□
- Ensure current contact details are provided to the school office. □
- Support their child/children to establish routines around daily procedures for their communication between home and school. □
- Sign in to the office when they visit. □
- Become familiar with the school's published policies and procedures via the school website. □
- Contact their child's classroom teacher if they have concerns for their child's welfare either by email or phone call □to schedule a meeting.
- Class and Specialist Teachers are the first point of contact for any communication regarding a student. If you feel an issue has not been resolved with the class teacher, please organise a meeting with the Assistant Principal responsible for your child's year group. Following consultation with the class teacher and relevant Assistant Principal, please ring the school office to make an appointment with the Principal if you require further assistance.
- Inform the school of the reason for their child's absence via phone (and followed by a signed note) or email from the email address provided to the school.
- Follow the parent helper guidelines as outlined by the class teacher and as outlined in Parent/Carer Assistance section of the Parent/Carer Handbook.

Students will:

- Speak with teachers if they are experiencing problems at home or school. □
- Hand in or give notices promptly to either their parent or teacher. □
- Speak to a playground duty teacher if they are experiencing difficulties in the playground or they witness other students having problems or notice damage in the playground.

