



School Communication Guidelines

Date: August 2022

Evaluation and Review: August 2024

Ratified and Approved by Governing Council: August 2022

Rationale:

Effective communication supports the overall efficiency of the school, improves learning opportunities for students and assists in developing a partnership between the school, the student and the home.

Aim:

Our communication plan outlines our communication modes and expectations for effective communication between school staff and parents/carers.

Implementation:

For each mode of communication, background principles are provided, the purpose and timelines are provided. Staff will adhere to the timeframes to develop efficient and relevant communication that meets the given purpose and intent.

School Website and Calendar

This site is a window into the school's activity and provides a platform for parents to find information on the school's current policies, procedures, staff, learning programs and extra-curricular activities. The website also identifies our Governing Council members, provides parent volunteering information, and student activities on offer, with a view to encouraging future enrolments. The school website and calendar is updated regularly.

Student Attendance

Text messages are sent to parents/carers in the morning when there is an unexplained student absence from school. Attendance information, including notification of full day absences, late arrivals or early departures, must be communicated to Front Office staff – Phone 8331 7521 (ext 1); text message 0476 857 360, or email dl.0169.info@schools.sa.edu.au

Teachers will be notified by our Front Office staff to minimise distractions to teaching and learning time.

Learning Community Newsletter

Our informative Learning Community Newsletter is published regularly (every 3 weeks) and is available on the school website along with upcoming diary dates. The Newsletter supports general communication, addressing current news and events in the school and includes useful links to new items on the school website. It contains a report from the Leadership team, an insight into our teaching and learning programs, specialist teaching areas and extra-curricular activities. Student achievements and good news stories are shared and celebrated. The tone is professional, while written in a style to appeal to the whole school community.

EdSmart emails from the front office notify parents/carers of excursions, sports and music registrations, permissions and important notices. Where appropriate, parents are asked to respond to these email slips with consent for attendance/participation, or other information as required.

Qkr Commonwealth Bank payment app is used to pay: School Fees, Excursions/Camps, After School Sports, Instrumental/Music lessons, Canteen lunch orders and Fundraising.

Toddle classroom information app provides a communication tool for students to share their learning between school and home on a weekly basis between 8.00am and 5.30pm on school days. It is a forum for families to connect and for teachers to post updates of classroom and whole school events (e.g. Special Days). Attendance matters need to be addressed via the Front Office.

OSHC uses xplor app, emails, phone calls and face to face interactions as their modes of communication between 6.45am to 6.00pm on school days and during vacation care.

Context Statement and Annual Report

Rose Park Primary School Context Statement is updated annually in February and is available on the school website. The Annual Report is presented at the Annual General Meeting as a summary of the year's work, including financial statements, and statistical data providing evidence of school growth as related to the school's strategic directions. The Annual Report is forwarded to the Department for Education and is available to the wider educational community via our website.

Acquaintance Evening

At the beginning of the school year, teachers and parents/carers have the opportunity to share teaching and learning plans, homework expectations and to establish effective modes of communication between school and home. Getting to know your child/ren's teacher, having a class parent representative and networking with other families helps to build connections with members of our school community.

Reporting

Parent teacher interviews are held at the end of Term 1 along with an IB student learning portfolio. Written Student Reports go home to parents/carers at the end of Term 2 and in the last week of the school year in Term 4. At the end of Term 3, students share their IB learning portfolios and may conduct student-led conferences, open classroom sessions, expo, online meetings etc. with parents/carers.

Parent/Carer - Teacher Communication

All teachers are responsible for responding to parents/carers' queries within a reasonable timeframe (48 hours for acknowledgment, and 5 days for a response).

All teachers will provide families with:

- Term Overviews and class newsletters
 - regular Toddle posts, sharing classroom learning activities (weekly);
 - weekly homework tasks;
 - excursion notices as required via EdSmart;
 - the opportunity for parent/teacher conferences over the term
 - a meeting time with a member of the Leadership team as required
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