



Carlton Gardens Primary School COMMUNITY COMMUNICATION POLICY

Authorisation
October 2013
Review: 2016

Purpose

CGPS recognises the importance of transparent, positive and effective communication within the school community. This policy sets out to promote and facilitate such communication goals.

Aims

- To have clear and effective communication among staff and with pupils, parents, governors and members of the wider school community.
- To ensure that communication between all members of the school community are clear, professional, timely and appropriate.

Implementation

School Guidelines, Policies and Operations:

1. The School Strategic Plan and sets of School Policies will be available upon request from the school office and via the school website: www.carltongardens.vic.edu.au/
2. The website and the office will provide various permission forms (absences, lateness, school excursions, etc.) and other documents relevant to school operations (enrolment, etc.).
3. Parent Information documents will be made available through the website and the Tiqbiz app. Please query the office for more information on Tiqbiz.

Student and Classroom Matters:

1. An Information Night for various grade groupings would be held in February each year to allow teaching teams to outline their programming for the year, address curriculum areas and organisation of classrooms.
2. Grade-level newsletters would be published at least once per term during terms 2, 3 and 4. Other items would be published via the school newsletter.
3. Reporting of student progress would be by written reports and parent-teacher interviews. The parent-teacher interviews would be held in term 2, while the written reports would be issued at the ends of the first and second semesters, with provisions for interviews if required.
4. Parents may make appointments to see class teachers at any stage throughout the year.
5. First-aid matters should be raised with the staff member on first-aid duty at the time.
6. Whole-school matters should be directed to the principal.
7. Parent representatives to the School Council can also provide a means of raising matters relevant to the school. Parents can also make direct representation to the School Council in writing.
8. CGPS staff can be contacted for non-urgent matters via the school's email.

Resolution of Problems and Other Concerns:

1. When parents have classroom concerns, they should firstly discuss these with relevant teachers.
2. If necessary, parents and/or teachers should follow up discussions with Level Leaders, and then with one of the members of the leadership team.
3. School Council would only act on problems if the Council is satisfied that the problem-resolution procedure has been followed and yet the problem remains unresolved.

Whole-School communication:

1. The CGPS newsletter is distributed fortnightly via electronic means (the website, Tiqbiz & email). As a minimum, the newsletter will contain important dates from the school planner, a report from the principal, a list of notices distributed during the fortnight, news from various community members, etc. Hard copies of the newsletters will be made available at the school office.
2. School assemblies take place every Friday afternoon. Parents are encouraged to attend these assemblies, where students will present various reports and student awards would be presented.
3. Any individual or group wishing to contribute to the school newsletter can do so by contacting the office.

Communicating school-planning and decision-making processes:

1. The school community is invited to attend School Council meetings.
2. School Council will issue a summary of School Council meeting minutes via the newsletter following each meeting. Subcommittees of the School Council, and in particular Parents and Friends, will also communicate via the newsletter and other bulletins regarding various matters such as fund-raising activities, improvements to school grounds, etc.
3. Parents and other members of the school community are invited to share their views on school performance and school policies with members of the School Council.
4. At the end of each academic year, the School Council is to hold a general meeting, during which reports of relevant activities and school-related matters are to be presented to the whole community.

Evaluation

This policy will be reviewed as part of the schools three year review cycle.