



BLACKBURN PRIMARY SCHOOL COMMUNICATION POLICY

RATIONALE

Blackburn Primary School recognises that clear communication underpins strong home – school partnerships. The school aims to develop clear, two-way communication that fosters a strong community network and supports student learning. This policy provides information to parents in order to:

- Outline the ways in which information will be communicated by the school to the community; and
- Suggest the most suitable avenues for parents/guardians to communicate with the school.

GUIDELINES

Implementation:

- At the beginning of every school year, parents new to Blackburn Primary School will be made aware of the Communication Policy.
- The Communication Policy will be uploaded to, and available on, the school website.
- The policies describe the rationale, aims and implementations of the operations and directions of the school as a whole.
- The process of considering school policies will be managed by the principal and will be a continuous cycle, and will use a transparent and consultative process.
- New policies will be added and modified to reflect the growth and evolution of the new school and new programs.
- All policies will use the school policy layout, meet legislative and compliance requirements, and have a designated review period
- When developing a new policy, the principal will consult with appropriate personnel in order to draft the initial policy statement. The draft policy may be circulated for comment to the appropriate committee/s, to staff members, to parents, to students before ratification by School Council.
- Policies will be developed taking into account DET policies, memos and circulars relating to a particular policy area.
- A database of policies and a review schedule to provide a timeline for reviews either annually or on a three-year basis is to be maintained.
- When reviewing an existing school policy as per the three-year review cycle, the principal will consult with staff and the appropriate Committee/s, and to School Council for ratification.
- Changes as a result of policy developments and / or reviews will be widely advised to students, staff and parents.
- Staff will be given opportunity to provide input into the policy development or review process.
- The focus of all school policies must remain the needs of students and school operations. Reference the school's Supervision and Duty of Care Policy
- Any concerns relating to the structure of the school should be directed to the principal or School Council president.
- Relevant policies will also be loaded onto the intranet and school website for community observation and comment

Specific forms of communication:

School Policies

All school policies, once ratified by School Council, will be uploaded to the school website www.blackburnps.vic.edu.au and will be reviewed on a five year cycle unless otherwise determined by DET.

General School Information

- A weekly school newsletter will be uploaded to the school website every Wednesday. Families can receive notification via email subscription or subscription to COMPASS.
- The Blackburn TIQBIZ App – using smart phones, we are able to keep the community up to date on what is happening and events that are coming up at our school (and any changes that may occur). It can be used for specific cohorts of parents (i.e. only parents in a particular class) or for the whole school community. Communication is instant and one way – it is not a form of ‘social media’.
- COMPASS School Management Platform
- BPS Facebook Page
- BPS Twitter
- Class newsletters will go out within the first three weeks of each term.

Annual Report

All families will be able to access the school’s Annual Report, via the school website, usually in term two.

Student Achievement

All families will be provided with mid-year and end of year written report for each individual child. These will be sent home in a sealed envelope in the last weeks of terms two and four. Families will have the opportunity to attend a Parent/Teacher Conference at the end of term two. Teachers will be available for formal meetings as required. Please note that bookings should be made with staff to ensure confidentiality and an allocation of uninterrupted time. Parents of students in grade three and five will receive an A3 copy of the National Assessment Program Literacy and Numeracy (NAPLAN) sent home in a sealed envelope.

Students with Additional Learning Needs

In addition to the above information, parents/guardians of students receiving funding through the Program for Students with a Disability (PSD) program will be invited to attend one formal Student Support Group (SSG) meeting per term, to discuss their child’s Individual Learning Plan (ILP).

Classroom Processes/ Expectations and Information

Within the first three weeks of each school year, families will receive a hard copy of their child’s/ren’s Class Newsletter. This document will outline classroom expectations related to relationships, learning and communication. It will include timetables and any other classroom level specific details.

Emergency Management

Evacuation Plans will be updated annually and displayed in all classrooms, all administering office, the staffroom and school hall. Evacuation drills will be held each term.

Student Attendance

Attendance rolls will be marked twice per day. Parents are encouraged to lodge their child’s absence through the school website. Frequent, as well as unexplained, absences will be followed up by the classroom teacher.

Student Care

Families will be notified if a student has attended the sick bay via a carbon copy Sick Bay slip sent home with the student. This will outline the type of injury and attention provided.

Families of students who have received an injury to the head will be contacted by telephone immediately.

Student Behaviour

Parents will be notified of serious incidences of negative school behaviour via notices home and, for ongoing events, via personal telephone conversations.

Absent Students

In the event that students are absent when information is sent home, teaching staff will label the relevant information with the child's name and hand it to the student upon his/her return to school.

Policy	Communication Procedures and schedule for members of the school community				
	Staff	Students	Parents	General Community	Policy Review Date
Excursion, Incursion and Camping Policies and Procedures	<ul style="list-style-type: none"> • Policy manual • School server • Brief in 1st PL days 		<ul style="list-style-type: none"> • School website 	<ul style="list-style-type: none"> • School website 	Completed 8 June 2016 (review bi-annually)
Onsite Supervision of Students Policy	<ul style="list-style-type: none"> • Brief in 1st PL days • Staff manual • Policy manual • School server 		<ul style="list-style-type: none"> • School website 	<ul style="list-style-type: none"> • School website 	Completed 3 August 2016 (review bi-annually)
Duty of Care Policy	<ul style="list-style-type: none"> • Brief in 1st PL days • Staff manual • Policy manual • School server 		<ul style="list-style-type: none"> • School website 	<ul style="list-style-type: none"> • School website 	Completed 31 August 2016 (review bi-annually)
Student Engagement including Student Management and Student Welfare Policy and Procedures	<ul style="list-style-type: none"> • Brief in 1st PL days • Policy manual • School server 		<ul style="list-style-type: none"> • School website • Information Guide (in enrolment pack) • Parent Information Night 	<ul style="list-style-type: none"> • School website 	Completed 31 August 2016 (review bi-annually)
Child Protection Reporting Policy (including Mandatory Reporting)	<ul style="list-style-type: none"> • Brief in 1st PL days • Policy manual • School server 		<ul style="list-style-type: none"> • School website 	<ul style="list-style-type: none"> • School website 	Completed 3 August 2016 (review bi-annually)
Working with Children Policy	<ul style="list-style-type: none"> • Brief in 1st PL days • Policy manual • School server 	•	<ul style="list-style-type: none"> • School website 	<ul style="list-style-type: none"> • School website 	31 August 2016 (review bi-annually)
Learning Technologies Acceptable Use Policy	<ul style="list-style-type: none"> • Policy manual • School server • E-learning mtg at start of each year • Wednesday PD sessions 	<ul style="list-style-type: none"> • Student diary • Enrolment pack • Assemblies 	<ul style="list-style-type: none"> • School website • Enrolment Pack 	<ul style="list-style-type: none"> • School website 	Completed 3 August 2016 (review bi-annually)
Anaphylaxis Management Policy	<ul style="list-style-type: none"> • Staff manual • Policy manual • School server • Meeting at start of each semester to review policy and 	<ul style="list-style-type: none"> • Individual meetings with students and parents of anaphylactic children 	<ul style="list-style-type: none"> • School website • Parent Information Night • Enrolment Information 	<ul style="list-style-type: none"> • School website 	Completed 3 August 2016 (review annually)

	<p>anaphylactic children</p> <ul style="list-style-type: none"> • Twice yearly mandated training program (in addition to ongoing on-line training requirements outlined in the policy) 	<ul style="list-style-type: none"> • Classroom discussion re food handling issues 	<ul style="list-style-type: none"> • Individual parent meetings with anaphylactic children 		
<p>First Aid Policy Medication Distribution Policy*</p> <p>Care Arrangements for Ill Students Policy*</p>	<ul style="list-style-type: none"> • Staff manual • Policy manual • School server • Meeting at start of year to review each policy & provide medical details of students. • Update first aid qualifications, CPR qualifications & asthma procedures • OH&S and Evacuation Planning cycle. 	<ul style="list-style-type: none"> • Enrolment pack 	<ul style="list-style-type: none"> • School website • Information Guide (in enrolment pack) • Parent Information Night • Parents sent medical information & asthma plans to update at start of each year 	<ul style="list-style-type: none"> • School website 	<p>Completed</p> <p>* 31 August 2016 (review annually)</p> <p>8 June 2016 (review annually)</p>
Bullying and Harassment Policy	<ul style="list-style-type: none"> • Policy manual • School server 	<ul style="list-style-type: none"> • Assemblies 	<ul style="list-style-type: none"> • School website 	<ul style="list-style-type: none"> • School website 	<p>Completed 8 June 2016 (review annually)</p>
Emergency Management & Critical Incident Recovery Policy	<ul style="list-style-type: none"> • Policy manual • School server • Review of policy and procedures in first two weeks of year • Evacuation Drill/Lockdown – each term 	<ul style="list-style-type: none"> • Evacuation drills 	<ul style="list-style-type: none"> • School website 	<ul style="list-style-type: none"> • School website 	<p>Completed 31 August 2016 reviewed/updated yearly annually as part of compliance process – or after critical incident)</p>
Parent Concerns and Complaints Policy	<ul style="list-style-type: none"> • Policy manual • School server 		<ul style="list-style-type: none"> • School website 	<ul style="list-style-type: none"> • School website • School Newsletter 	<p>Completed 3 August 2016 (review bi-annually)</p>
Communications Policy	<ul style="list-style-type: none"> • Policy manual • School server • Staff briefing 		<ul style="list-style-type: none"> • School Website 	<ul style="list-style-type: none"> • School Website 	<p>Completed 31 August 2016 (review bi-annually)</p>

RATIFIED BY SCHOOL COUNCIL

DATE: October 2016

Date	Version Number:	Update information	Next Review:
21 October 2014	1.0	N/A	October 2016
October 2016	2.0	Review in line with Department guidelines. Updated policy names and added any new policies.	October 2018