

COMMUNICATION PROTOCOL

Rationale:

The school encourages a sense of community that respects the contribution of and rights of all its members.

Parent participation is encouraged and welcomed in all aspects of curriculum development, implementation and evaluation.

It is essential that all members of the school communicate information respectfully in agreement with these protocols to protect the rights of individuals, to uphold our duty of care to students, and to comply with departmental and legal requirements.

Aims:

To ensure that the belief we have in open and cooperative communication is carried out respectfully and in a manner that meets with school, departmental and legal requirements.

It is your responsibility to read the newsletter and join Konnective.

Implementation:

- This practice recognises that staff members have legal, departmental, local, professional and social obligations with regards to the communication of information. Details are found in DEECD Privacy Policy.
- It is understood that it may be difficult for teachers to respond to messages of all types between 8.45am and 3.45pm as they have teaching responsibilities.

Communication from Teachers, Administration, School Council and SKIPPA, as set out in the attached chart, includes:

- Letters
- Home Learning Journals
- Reports
- Meetings
- Phone Calls/Voicemail
- Loudspeaker
- Email
- Assembly
- Newsletter (Departmental)
- Newsletter (School)
- Website
- KONNECTIVE

CONCERNS OR COMPLAINTS?

If the issue relates directly to your child's well being both social and academic, the first person to see is the class teacher.

If the concern isn't resolved or it is something beyond the classroom, the next step is to the Principal or Assistant Principal.

If there isn't a suitable resolution for you, there are procedures beyond the school which can be used. The following website is a resource for this information:

<http://www.education.vic.gov.au/school/parents/primary/Pages/concerns.aspx>

The role of the School Council can be found here:

<http://www.education.vic.gov.au/school/parents/involve/Pages/schoolcouncilguide.aspx>

Evaluation:

This policy will be reviewed as part of the school's three-year review cycle or earlier as required.

This policy was last ratified by School Council in....

2014