

COMMUNICATIONS POLICY



Help for non-English speakers

If you need help to understand the information in this policy, please contact Braybrook College on 9312 2900 or braybrook.sc@education.vic.gov.au.

PURPOSE

This policy explains how Braybrook College proposes to ensure that accurate information is communicated effectively by authorised persons and appropriate role holders, in a timely manner, respectful of privacy regulations and in line with college expectations.

SCOPE

This policy applies to school staff, students and all parents and carers in our community.

POLICY

Braybrook College understands the importance of providing helpful and timely communications to all stakeholders.

Objectives

All communications at Braybrook College should:

- Keep staff, students, families and other stakeholders well informed
- Be open, ethical and professional
- Be jargon-free so as to be understood by all
- Be in line with college expectations and policies.

Whole School Community Communication

- The College website and our Web-based COMPASS Parent Portal will be the primary sources of communication with the College community. The College website and Parent Portal will be maintained and updated with latest news
- A hard copy of the college newsletter will be mailed to all parents twice a term and be included on the College website
- All routine communication will occur during business hours.

School Staff Communication to Parents

Teachers use a range of communication methods to communicate to parents:

- Student Diaries may be used on an individual basis where daily communication is required
- A start of term newsletter may be sent to parents to provide important information such as curriculum, upcoming events, or parent assistance requirements for the term
- Twice a year, the college will provide a hard copy report for each child's parents/carers on their progress and these will also be available on COMPASS. These reports will identify areas of strength and areas for further development
- Parents/carers also have the opportunity to meet their child's teachers twice a year at Parent Teacher Interviews (Interpreters available)
- Year Level Coordinators and Sub-school Leaders will remain in constant communication with families in regards to their child's attendance, engagement and wellbeing and progress at school
- In consultation with Year Level Teams, teachers may email parents to request meetings or keep parents informed (provided they know the parent monitors this email address)
- In consultation with Year Level Teams, teachers may call parents when required to arrange meetings, or keep parents informed
- From time to time, the college will seek feedback from the school community on possible future developments, current policies and processes. This could be done face to face at School Council or focus groups or inviting feedback via the college Newsletter or website.

Parent Communication to School

- To ensure effective communication, we ask that all families notify the college as soon as possible of any change to their contact details including phone numbers, addresses and email addresses. To do this, simply contact the General office. Compass is updated regularly with any changes that go through the General office.
- Parents/carers should convey important messages directly to the General Office to ensure a timely response
- Parents/carers may also correspond with teachers by writing a note in their child's diary
- Parents/carers emailing teachers regarding an issue for resolution may not receive an email response, but will be responded to in accordance with our Parent Complaint Policy.

School Staff Communication to Staff

- All staff to communicate regularly with each other, preferably face to face, to ensure information is available and understood within the context of the classroom and working environment
- To ensure information is made available to staff in a timely manner, staff can also email or communicate via COMPASS, (if not face to face)
- Written communication can also be placed in staff pigeon-holes
- Staff Meetings will be structured and minuted and members invited to contribute to the agenda
- Minutes of all meetings to be placed on COMPASS
- New staff will undertake an Induction Program which covers the College Communications Policy

Student Communication to Teachers

- Students are referred to the ICT Acceptable Use Agreement in all communications from school email addresses
- The ICT Acceptable Use Agreement is to be discussed and agreed to at the commencement of each school year

Student Communication to Students

- Students are referred to the ICT Acceptable Use Agreement in all communications from school email addresses
- The ICT Acceptable Use Agreement is to be discussed and agreed to at the commencement of each school year

COMMUNICATION

This policy will be communicated to our school community in the following ways:

- Available publicly on our school's website
- Available on Compass (In School Documentation Folder)
- Included in transition and enrolment packs
- Hard copy available from General Office, upon request

POLICY REVIEW AND APPROVAL

Policy last reviewed	12 th May 2025
Consultation	School Council – 12 th May 2025
Approved by	Principal
Next scheduled review date	Before May 2029