

Communications Policy

Rationale

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

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 school 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 on their progress and these will also be available on COMPASS. These reports will identify areas of strength and areas for further development
- Parents 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

Parent Communication to school

- Parents may contact teachers by email, understanding that emails might not be responded to during school hours. Important messages should be conveyed directly to the General Office to ensure a timely response
- Teachers will respond to parent emails in a timely manner, but not usually outside business hours
- Parents may correspond with teachers by writing a note in their child's diary
- Parents 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 and via appropriate channels such as COMPASS, Edumail (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 Policy in all communications from school email addresses
- The ICT Acceptable Use policy is to be discussed and signed by parents and students at the commencement of each school year

Student Communication to Students

- Students are referred to the ICT Acceptable Use Policy in all communications from school email addresses
- The Acceptable Use policy is to be discussed and signed by parents and students at the commencement of each school year