



COMMUNICATION POLICY

BLACKBURN LAKE PRIMARY SCHOOL

Florence Street Blackburn 3130

RATIONALE

Blackburn Lake 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.

AIM

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

- At the beginning of every school year, parents new to Blackburn Lake Primary School will be made aware of the Communication Policy.

IMPLEMENTATION

Specific forms of communication from the school to parents include:

School Policies

- The policies describe the rationale, aims and implementations of the operations and directions of the school as a whole.
- All policies will use the school policy layout, meet legislative and compliance requirements, and have a designated review period
- Relevant policies will also be loaded onto the intranet and school website for community observation and comment
- New policies will be added and modified to reflect the growth and evolution of the new school and new programs.
- All school policies, once ratified by School Council, will be uploaded to the school website www.blackburnlakeps.vic.edu.au and will be reviewed on a three year cycle unless otherwise determined by DET.

General School Information

The school website and its communication system (currently COMPASS) will be the primary repository of general information, including student assessment and absentee information. Parents will be encouraged to use online methods for advising of student absences and other everyday communication in the first instance.

- A weekly school newsletter will be made available via COMPASS every Thursday afternoon. Families will receive notification via their subscription to COMPASS.
- COMPASS School Management Platform
- Class newsletters will go out within the first fortnight of each term.
- Any concerns relating to the structure of the school should be directed to the principal or School Council President.

Annual Report

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

School Reports

All families will be provided with mid-year and end of year written report for each individual child. These will be made available via COMPASS during the last weeks of terms two and four.

Parent / teacher conferences

Families will have the opportunity to attend a 'Getting to Know You' interview in term 1 and 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.

NAPLAN

Parents of students in years 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

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 two weeks of each school year and at the beginning of each term all Families of students across the school will receive an electronic copy of their child's/ren's Class Parent Planner via COMPASS. In addition to this Foundation families will receive a hard copy of their child's/ren's Class Parent Planner.

Teacher contact details

At the commencement of each year email contact details for each teaching staff member will be published via the school newsletter to facilitate an additional method of communication.

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 student management platform COMPASS. 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.

EVALUATION

This policy will be reviewed within three years.

RATIFIED BY SCHOOL COUNCIL: 8th August, 2017

PRINCIPAL: Lois Steed SCHOOL COUNCIL PRESIDENT: Dan Watts

Relevant Documents & Links

Links which are connected with this policy are:

- BLPS Policy Communication Guidelines
- [Plus relevant Education Sub Committee policies?]