



SCHOOL-HOME COMMUNICATIONS POLICY

Definition:

This policy addresses communication between Malvern Central School teachers, administration and leadership team (school) and each student's parents, carer or responsible guardian (home).

Communication is the provision of information relevant to student learning or engagement which may include information which is written, published, sent via email or SMS, the web, on-line applications, and verbally including by telephone or in person.

Rationale:

Parent/carer participation in and support for student learning and engagement is an important factor in supporting student achievement at school. Effective communication between school and home underpins the common goal of the education and development of the students.

Aims:

This policy describes and defines effective communication between the school and home. The standards of effective communication by the school are that the information is:

1. Factually correct
2. Clear and appropriate to the target audience
3. Timely
4. Respectful in content, style and "tone of voice"
5. Compliant with the law, in particular the Information Privacy Act 2000 (Vic) and the Health Records Act 2001 (Vic)
6. Consistent with policies of the Victorian Department of Education Early Childhood Development.

The school encourages parents and carers to communicate according to these standards.

Implementation:

7. The school will use a variety of formal and informal communication mechanisms including:
 - a. The fortnightly newsletter
 - b. Curriculum/information evenings
 - c. Bi-annual student reports and portfolios
 - d. Three-Way Conferences
 - e. Notices sent home with students (e.g. excursion permission forms)
 - f. Parent/teacher meetings as required/desired by either teachers or parents and made by appointment.
 - g. Student-led and Whole School Assemblies
 - h. Other parent/teacher communications (e.g. phone calls, emails, diary notes)
 - i. Web based communication (e.g. the school website, Konnective)
 - j. Notice boards at both Park Street and Spring Road
 - k. Annual DEECD parent survey.

8. Parents/carers and teachers should consult each other on the method and timing for communicating (e.g. email, face to face meetings, telephone). Teachers will endeavor to respond in a timely manner to parents/ carers, with due consideration of the core demands on teachers' time which is in the classroom with students.
9. Parents are encouraged to communicate questions and concerns directly with the home group teacher in the first instance, or by appointment in respect to lengthier discussions. Appointments may also be made with the Principal and Assistant Principal thereafter.
10. Email contact may be made to individual teachers by emailing the school at [malvern.cen@edumail.vic.gov.au] to the attention of that teacher.
11. The school will inform parents/carers about educational approaches and other matters that affect students, particularly where and when significant changes are made. The school will do this in a way that is readily understood and timely.
12. The school will encourage parents/carers to seek further information on educational and other school matters that relate to the education of their child.
13. The school encourages parents/carers to keep the school informed of information that is relevant to their child's learning, or where a student's circumstances have changed in a way that is likely to affect their education.
14. The school will use personal contact information in a way that is consistent with the *Information Privacy Act 2000*. Parent/carer contact information provided for the purposes of supporting education is therefore only used for this purpose or for other purposes for which written permission has been given.
15. The Parents' Club may assemble and distribute student level contact lists. The collection and distribution of this information must conform to the relevant provisions of the *Information Privacy Act 2000*. Recipients of the contact lists should be advised that these lists are for personal use in respect of their child's schooling, and not for commercial or other purposes.

Resources:

- *Information Privacy Act 2000*
Retrieved March 2, 2011, from
www.legislation.vic.gov.au

Evaluation:

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

Review Date: 2017

This policy was last ratified by School Council in: **November 2014**