



Ararat North Primary School

COMMUNICATION Guidelines

RATIONALE

Ararat North 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. 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

Implementation:

- At the beginning of every school year, parents new to Ararat North Primary School will be made aware of the Communication Policy.
- The Communication Policy will be uploaded to, and available on, the school website.
- The policies describe the rationale, aims and implementations of the operations and directions of the school as a whole.
- The process of considering school policies will be managed by the principal and will be a continuous cycle, and will use a transparent and consultative process.
- New policies will be added and modified to reflect the growth and evolution of the new school and new programs.
- All policies will meet legislative and compliance requirements, and have a designated review period
- When developing a new policy, the principal will consult with appropriate personnel in order to draft the initial policy statement. The draft policy may be circulated for comment to the appropriate committee/s, to staff members, to parents, to students before ratification by School Council.
- Policies will be developed taking into account DET policies, memos and circulars relating to a particular policy area.
- A database of policies and a review schedule to provide a timeline for reviews either annually or on a three-year basis is to be maintained.

- When reviewing an existing school policy as per the three-year review cycle, the principal will consult with staff and the appropriate Committee/s, and to School Council for ratification.
- Changes as a result of policy developments and / or reviews will be widely advised to students, staff and parents.
- Staff will be given opportunity to provide input into the policy development or review process.
- The focus of all school policies must remain the needs of students and school operations.
- Reference the school's Supervision and Duty of Care Policy
- Any concerns relating to the structure of the school should be directed to the principal or School Council president.
- Relevant policies will also be loaded onto the intranet and school website for community observation and comment.

Specific forms of communication:

School Policies

All school policies, once ratified by School Council, will be uploaded to the school website www.anps.vic.edu.au and will be reviewed on a five year cycle unless otherwise determined by DET.

General School Information

A regular school newsletter will be uploaded to the school website every three weeks and will be sent home to all families in printed format.

Class newsletters will go out within the first three weeks of each term.

Annual Report

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

Student Achievement

All families will be provided with mid-year and end of year written report for each individual child.

These will be sent home in a sealed envelope in the last week of terms two and four. Families will have the opportunity to attend a Student Led Conference, at which their child/children will showcase their learning, at the beginning of term three.

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.

Parents of students in grade 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

In addition to the above information, 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).

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. Ararat North Primary School is a Bushfire At Risk Register School (BARR) at the beginning of term 4 all families will receive a letter outlining the processes for managing the school during Code Red day.

Student Attendance

Attendance rolls will be marked twice per day. Parents are required to notify the school about student absences as early as possible, the school attendance system will send email notices to parents about unexplained absences. The Principal or the office Manager will call parents of absent students as soon as possible after 10.30 am on the day of absence.

Students with more than 5 unapproved absences may be referred to the DET for attendance support.

Student Behaviour

Parents will be notified of serious incidences of negative school behaviour via notices home and, for ongoing events, via personal telephone conversations or interviews with the Principal.

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.

Policy	Communication Procedures and schedule for members of the school community			
	Staff	Students	Parents	General
Excursion, Incursion and Camping Policies and Procedures	<ul style="list-style-type: none"> Policy manual School server Brief in 1st PL day		School website	School website
Onsite Supervision of Students Policy	Brief in 1st PL day <ul style="list-style-type: none"> Staff manual Policy manual School server 		School website	School website
Duty of Care Policy	Brief in 1st PL day <ul style="list-style-type: none"> Staff manual Policy manual School server 		School website	School website
Student Engagement including Student Management and Student Welfare Policy and Procedures	Brief in 1st PL days <ul style="list-style-type: none"> Policy manual School server 		School website Information Guide (in enrolment pack) Parent Information Night	School website
Child Protection Reporting Policy (including Mandatory Reporting)	Brief in 1st PL days <ul style="list-style-type: none"> Policy manual School server 		School website	School website
Working with Children Policy	Brief in 1st PL days <ul style="list-style-type: none"> Policy manual School server 		School website	School website
Learning Technologies Acceptable Use Policy	<ul style="list-style-type: none"> Policy manual School server 	Enrolment pack Assemblies	School website Enrolment Pack	School website
Parent Concerns and Complaints Policy	<ul style="list-style-type: none"> Policy manual School server 		School Website	School Website School Newsletter
Communications Guidelines	<ul style="list-style-type: none"> Policy manual School server Staff briefing 		School Website	School Website

<p>Anaphylaxis Management Policy</p>	<ul style="list-style-type: none"> • Staff manual • Policy manual • School server <p>Meeting at start of each semester to review policy and anaphylactic children</p> <p>Mandated training program (in addition to ongoing on-line training requirements outlined in the policy)</p>	<p>Individual meetings with students and parents of anaphylactic children</p> <p>Classroom discussion re food handling issues</p>	<p>School website</p> <p>Parent Information Night</p> <p>Enrolment Information</p> <p>Individual parent meetings with anaphylactic children</p>	<p>School website</p>
<p>First Aid Policy Medication Distribution Policy* Care Arrangements for Ill Students Policy*</p>	<ul style="list-style-type: none"> • Staff manual • Policy manual • School server <p>Meeting at start of year to review each policy & provide medical details of students.</p> <p>Update first aid qualifications, CPR qualifications & Asthma procedures</p> <p>OH&S and Evacuation Planning cycle.</p>	<p>Enrolment pack</p>	<p>School website</p> <p>Information Guide (in enrolment pack)</p> <p>Parent Information Night</p> <p>Parents sent medical information & asthma plans to update at start of each year</p>	<p>School website</p>
<p>Bullying and Harassment Policy</p>	<ul style="list-style-type: none"> • Policy manual • School server 	<p>Assemblies</p>	<p>School website</p>	<p>School website</p>
<p>Emergency Management & Critical Incident Recovery Policy</p>	<ul style="list-style-type: none"> • Policy manual • School server <p>Review of policy and procedures in first two weeks of year</p> <p>Evacuation Drill / Lockdown – each term</p>	<p>Evacuation drills</p>	<p>School website</p>	<p>School website</p>

