

# COMMUNICATION GUIDELINES

## RATIONALE

Communication between home and school is the foundation of a solid relationship. When families and educators communicate effectively, positive relationships develop, problems are solved more easily and students make greater progress.

## PURPOSE

BPS will provide communication giving consistent messages and a tone that is regular, clear and articulate, engaging and informing our community as partners in the education process of students

At BPS we are constantly reviewing better ways to keep communication flowing while also being conscious of our environmental footprint.

Communication is a two way process and we encourage families to actively seek any information they may require to ensure they feel confident to support their child's development and learning.

## OPERATIONAL GUIDELINES

### METHODS OF COMMUNICATION

As a school community we highly value face to face and telephone communication. These forms of communication are preferred in many situations.

Electronic communication is an environmentally friendly way of communication that can save time when used effectively. It is acknowledged that it is a convenience for working parents and provides an avenue for communication. Staff and parents are not expected to respond to electronic communication that is contentious or requires ongoing dialogue. A face to face meeting should be arranged in this circumstance.

#### Telephone

- Please phone the front office to make a time to speak with the Principal or a teacher.
- Please phone the front office if a message of an urgent nature is needed to be forwarded on to your child. Front office staff will contact the classroom teacher.
- Parents and Caregivers will be contacted by telephone for issues that require a level of detailed discussion and/or administrative purposes.

#### Email

When communicating via email, email etiquette, (respecting personal time, including weekends, holidays, sick days) is expected to be adhered to. This channel of communication may be used for reminders and notices. Staff will check/respond to emails on arrival to school (approximately 8am) and prior to leaving site (approximately 4pm)

If of an urgent nature it is best to contact the Principal ([tina.treffers145@schools.sa.edu.au](mailto:tina.treffers145@schools.sa.edu.au)) or front office for prompt attention.

#### Class Dojo

- Class Dojo connects the school and teachers with students and parents to build classroom communities.
- The school and class teachers use Class Dojo and teachers will invite parents/carers to join this platform on enrolment. Class Dojo works on iOS, Android, Kindle Fire, and on any computer.
- Students can showcase their learning by adding photos and videos to their own digital portfolios.
- Teachers will post reminders as they occur.
- Teachers will post a showcase of student learning once per week.
- Teachers will check/respond to Class Dojo messages on arrival to school (approximately 8am) and prior to leaving site (approximately 4pm)
- Translation service is available.



- **QKR App**
  - QKR is used to pay school fees, excursions/camps, after school sport, fundraising etc.
  
- **Blue Folder in Junior Primary**

Students are provided with a Blue Folder on enrolment in Reception that contains a communication diary for parent-teacher correspondence and notices. There is a responsibility for families and staff to embed a routine to ensure this tool goes home each night and returns to school each day.
  
- **School Newsletter**
  - The newsletter is published twice per term, and is made available on the school website.
  - The newsletter supports general communication, addressing current news in the school and also includes useful links to new items on the school website. It contains a report from the Leadership team, an insight into our teaching and learning programs, specialist teaching areas and extra-curricular activities. Student awards and achievements and good news stories are shared and celebrated. The tone is professional, while written in a style to appeal to a wide audience that includes our students. The newsletter also provides an opportunity for community members to promote their organisations, e.g. preschool news.
  - The school is not liable or in partnership with advertisements.
  - The newsletter is published using Class Dojo. A hard copy is provided on request through the front office.
  
- **Term Planner**

Calendar dates are published in our newsletter and posted to Class Dojo. A hard copy will be sent home at the start of each term. Any changes are communicated via newsletters and Class Dojo
  
- **Assemblies**

We invite families and friends to our assemblies held twice per term. Dates are published in the newsletter and via the Class Dojo app. These are an opportunity to showcase the great learning occurring as well as developing students' listening and speaking skills.
  
- **Reporting**
  - Written reports go home to parents / carers at the end of term 2 and in the last week of the school year.
  - The mid-year report reflects student progress towards the expected achievement standard.
  - The purpose of the T4 report is to summarise your child's successes and identify learning priorities for the following year. It follows on from and complements the interviews held in Terms 1 and 3 and the written report in Term 2.
  - Parent teacher student interviews are held at the end of term 1 and term 3 to share learning progress. A written recount of the interview is provided after the interview.
  - Interpreters for non- English speaking families are available during interviews if required.
  
- **Parent/Teacher Communication**
  - All staff are responsible for responding to the inquiries of parents within a reasonable timeframe (24 hours for acknowledgement and 2 days for a response).
  - All teachers will provide families with:
    - term overviews and class newsletters by week 2 of each term
    - weekly class posts, sharing classroom learning activities
    - excursion notices – allowing minimum of 4 weeks if payment is required
    - event updates and reminders on Class Dojo
    - opportunities for parent/teacher conferences over the term
  - We encourage families to meet with their child's at any time throughout the year if they would like more information about their child. We ask that families contact their child's teacher or the front office to make a meeting time. This ensure our staff are able to give the time needed to support the outcome of the meeting.

- **Social Networks** - Brompton Primary School does not currently have any social media account
  
- **BPS Website**

This site is a window into the school's activity and provides a platform for parents to find information on the school's current policies, procedures, staff, learning programmes and extra curricula activities.

  - The following documents are available on the website:
    - Annual Report – updated at the end of each year
    - Site Improvement Plan – updated at the beginning of each year
    - External School Review report
    - Site Context Statement
    - Newsletters
    - Virtual tour of the site
  
- **Annual Report & Context Statement**

BPS Context Statement is updated annually and available on the school website. The Annual Report is presented at the Annual General Meeting as a summary of the year's work, including financial statements, statistical data that provides evidence of school growth as related to the school's strategic directions. A link to the Annual Report is included on the website. The audience is the wider educational community and a copy is forwarded to the Department for Education.
  
- **Acquaintance Evenings**

Held in term 1 each year. At this presentation you will meet your child's teacher, visit the classroom, tour the school and be provided with detailed information about the year ahead.
  
- **AGM /Governing Council**

Members of the Governing Council are elected to represent the community of the school. Each member brings a different and valued perspective.

The role of governing council is expressed through the legislation, the administrative instructions and guidelines (AIGs) (PDF, 1.1 MB) section 5, the governing council constitution and the governing council code of practice. The role of the governing council is to:

  - focus on improving student learning outcomes in collaboration with the principal and staff
  - develop a cooperative working relationship between the governing council and the principal and staff
  - represent the whole school community in understanding local educational needs
  - set general directions for the school and monitor and report on achievements

Members are elected at the Annual General Meeting held in Term 1 and serve a two year term of office.

The name of our current Chairperson is published on the front cover of newsletter. To make contact with members of governing council, contact the school who will arrange a return contact.

  - Community members may want to place items on the agenda. Contact the Chairperson or Principal to discuss.
  
- **Feedback And Surveys**

An opportunity exists each year for families to respond to a Perspective Survey. The results from this survey guide future planning. Results are discussed at Governing Council and shared with the wider community.

*Approved: 3/11/22*

*Review Date: 11/24*