

1. Rationale:

Greenvale 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/carers in order to:

- Outline the ways in which information will be communicated by the school to the community
- Suggest the most suitable avenues for parents/carers to communicate with the school.

2. Aims:

To ensure that Greenvale Primary policies reflect an accurate account of the school's operation, direction, goals and beliefs, meet all legislative, compliance and duty of care requirements and are communicated with the school community.

3. Implementation:

3.1 School Policies

- All our policies describe the rationale, aims and implementations of the operations and directions of the school as a whole.
- Policies will be drafted and reviewed as part of a continuous cycle by the relevant staff and undergo transparent and consultative process as required.
- All school policies will be ratified and accepted by School Council.
- All policies will use the school policy layout, meet legislative and compliance requirements, and have a designated review period.
- When developing a new policy, the school leadership team will consult with appropriate personnel in order to draft the initial policy statement.
- Policies will be developed taking into account Department of Education and Training (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 review cycle, the principal will consult with staff and the appropriate personnel where required.
- Changes as a result of policy developments and/or reviews will be advised to students, staff and parents/carers.
- The focus of all school policies must remain centered on the needs of students and school operations.
- Relevant policies will be able to be accessed on the school website for community access.

3.2 General School Information

- Upon enrolment, each family will receive our School information Book which outlines many policies and procedures based on student learning, wellbeing and engagement.
- A school newsletter will be uploaded to the school website fortnightly on Thursday. Families can also access it via the post on our School App - Compass.
- The Greenvale Primary School Compass App will keep the community up to date on what is happening and events that are coming up at our school (and any changes that may occur). It can be used for specific cohorts of parents (i.e. only parents in a particular class) or for the whole school community. Communication is instant and one way – it is not a form of 'social media'.
- Year level team newsletters will go out within the first few weeks of each term and posted via Compass.

3.3 Annual Reports

The following reports will be made available to relevant stakeholders in the school community as follows:

- **Annual Report to the School Community** – this is tabled at School Council at the AGM each year, is available on the school website, is shared with staff at professional learning sessions, and reported to the school community through the Newsletter.

- **Annual Implementation Plan** - this is tabled at School Council each year, is available on the school website, staff are included in the writing of the report and outcomes are shared with staff and reported to the school community through the Newsletter.
- **Student Attitudes to School Survey** – this is tabled at School Council each year, shared with staff and reported to the school community through the Newsletter.
- **Staff Survey** – staff are given feedback when results are available
- **Parent Opinion Survey** – this is tabled at School Council each year, shared with staff and reported to the school community through the Newsletter.

3.4 Student Achievement

- All families will be provided with a 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 2 and 4.
- Families will be given the opportunity to meet teachers in February at a 'Meet & Greet' and also to attend a Student Led Conference mid-year to discuss their child's learning.
- 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 Year 3 and 5 will receive a copy of the National Assessment Program Literacy and Numeracy (NAPLAN) sent home in a sealed envelope.

3.5 Students with Additional Learning Needs

- In addition to the above information, parents/carers of students receiving funding through the Program for Students with a Disability (PSD) program and Disability Inclusion funding will be invited to attend one formal Student Support Group (SSG) meeting per term, to discuss their child's Individual Education Plan (IEP).

3.6 Classroom Processes/Expectations and Information

- Families will receive a copy of their child's year level team Newsletter at the start of each term. This document will outline classroom expectations related to relationships, learning and communication and may include other classroom level specific details.

3.7 Emergency Management

- Evacuation Plans will be updated annually and displayed in all classrooms, all administration offices, the staffroom and school hall. Evacuation drills will be held each term.

3.8 Student Attendance

- Attendance rolls will be marked twice per day. Parents/carers are encouraged to lodge their child's absence through a phone call, school App, letter or doctor's certificate. Frequent, as well as unexplained, absences will be followed up by the appropriate staff.

3.9 Student Care

- Families will be notified if a student has attended the First Aid room via a Compass post. 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.(see First Aid policy).

3.10 Student Behaviour

- Student behavior expectations are part of the school Start Up program and are initially communicated to parents at the Meet and Greet session at the start of each year.
- Parents will be notified of incidences of unexpected student behaviour of a concern via a Compass post, a phone call or an arranged meetings as required.

4. Policy Review:

Policy last reviewed	December 2024
Approved by	Principal
Next scheduled review date	December 2027