



# Communication Policy

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## Rationale

St John's Catholic Parish 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.

## Student safety

St John's holds the care, safety and wellbeing of students as a central and fundamental responsibility of our school. Our commitment is drawn from and inherent to the teaching and mission of Jesus Christ, with love, justice and the sanctity of each human person at the heart of the Gospel. (ref [CEVC Commitment Statement to Child Safety](#))

When students are problem solving, creating and communicating information, they will apply skills and protocols to meet their legal, safety, cultural and ethical obligations and responsibilities. For example, protocols such as using acceptable language, acknowledging different cultural practices, and using passwords and privacy settings on social media sites, are applied to increase the security of personal data and to respect participants in online environments.

## Aims

St John's Catholic Parish Primary School aims to:

- Communicate to the school community in the most efficient way.
- Establish & maintain strong home-school partnerships.
- Develop clear two-way communication.
- Utilise digital technology where appropriate.
- Assess the reliability and relevance of various information sources.
- Adhere to the Child Safety Standards.



## **Guidelines for Specific Forms of Communication**

### **School Policies**

- All school policies, once reviewed by School Advisory Council, will be uploaded to the school website <http://www.sjheidelberg.catholic.edu.au/> and will be amended according to the school's policy review timeline, unless otherwise determined by the Principal and/or Parish Priest or Catholic Education Melbourne.
- At the beginning of every school year, parents and carers new to St John's will be made aware of the Communication Policy.
- The Communication Policy will be available on the school website.

### **General School Information**

- A fortnightly school newsletter will be available on the school website and distributed to families via the St John's mailboxes in the App (Flexischools).
- The App (Flexischools) is downloadable on any smartphone.
- By using the App (Flexischools), we are able to 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/carers (only parents/carers in a particular level) or for the whole school community. Communication is instant.

### **Annual Report**

- All families will be able to access the school's Annual Report, via the school website, usually in Term Two.

### **Emergency Management Evacuation**

- Plans are displayed in all classrooms, offices, the staff room and school hall.
- Emergency drills will be held each semester.

### **Classroom Processes/ Expectations and Information**

- Within the first three weeks of each school year, families will receive a copy of their child's/ren's Class Expectations document.



- This document will outline classroom rights and responsibilities, learning and communication.
- It will include timetables and any other classroom level specific details.
- Beginning of year parent/carers information evening.

### Curriculum

- Term overviews will be made available at the beginning of each term via the Seesaw App.

### Student Behaviour

- Parents/carers will be notified of inappropriate behaviour via behavioural reflection sheets.
- For serious or repeated incidents, a phone call or meeting will occur.

### Student Achievement

| Item of Student Achievement  | Time Available           |
|--|--------------------------|
| Teachers will be available for formal meetings as required and parents/carers do not need to wait for the 'formal' interviews to see the classroom teacher.<br><br>We ask that parents/carers contact the staff member to make an appointment to meet to ensure confidentiality and an allocation of uninterrupted time for the meeting. | Anytime                  |
| Learning Together meeting  | Term 1                   |
| Written report for each student, sent home in a sealed envelope  | End of Term 2 and Term 4 |
| Student Led Conference: Three-way learning conversations, led by the student and guided by the teacher, that includes discussion of learning goals, progress and future learning.  |                          |
| Optional Parent-Teacher Interview  | Beginning of Term 3      |
| Parents/carers 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.   | August                   |



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| Students' samples of work will be available in the digital portfolio App (Seesaw). Parents/carers are able to view learnings in real time and leave feedback for their child. |
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|-------------|
| During Term |
|-------------|

### **Students with Additional Learning Needs**

- In addition, parents/carers of students receiving funding will be invited to attend one formal Parent Support Group (PSG) meeting per term, to discuss their child's Personalised Learning Plan (PLP) and progress.

### **Student Care**

- Parents/carers 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.
- Parents/carers of students who have received an injury to the head will be contacted by telephone immediately.

### **Student Attendance/Absence**

- Attendance rolls will be marked twice per day.
- Parents/carers need to lodge their child's absence through the App (Flexischools).
- The administration staff will call parents/carers if there are any unexplained absences.
- Administration staff will print the documentation from the App (Flexischools) for archives
- Frequent absences will be followed up by the classroom teacher.
- Any planned absence for longer than a week needs to be in writing/email to the Principal and classroom teacher
- The Principal will approve or not approve this leave via allocated permission leave form, and email the parents.
- In the event that students are absent when information is sent home, teaching staff will label the relevant information with the student's name and hand it to the student upon his/her return to school.



### **Permission Forms for Excursions/Events**

- Parents/carers will be notified of excursions via the App (Flexischools).
- All the relevant information for the excursion will be conveyed in the body of the notification.
- Parents/carers will need to sign and return permission via the App (Flexischools).
- Admin staff will collate the information for the classroom teacher.
- For student specific sporting events and camp, hardcopy notices will be used, with a notification on the App (Flexischools).

### **Staff Email to Parents/Carers**

- Staff email addresses will be made available to parents/carers.
- Emails should only be sent for professional purposes.
- Staff will check emails daily, however, during school hours the priority is teaching the students, so an immediate response is not always possible.
- Staff are generally available to answer emails Monday to Friday 8:30am to 5pm.
- Teachers may request a meeting if the issue is too complex to resolve by email.
- Urgent messages can be sent through the school office and admin staff will communicate to teachers at an appropriate time.

### **Student Worksamples - Digital Portfolio**

- Samples of student learning are uploaded to the digital portfolio App (Seesaw) during the school term.
- Parents/carers have ongoing access to their child's folder in the App (Seesaw).
- Students and teachers collaborate on selections for the portfolio. Some samples may be teacher directed while others are chosen by the student to allow for student voice.
- Learning samples and student comments/reflections demonstrate the student's ability during the learning and may not be a published sample.
- Parents/carers are encouraged to leave comments for their child.



### **Student Diaries: Years 3-6**

- Students are encouraged to maintain a diary to record important dates and events.
- Senior students use the diary to self manage and organise their homework tasks to assist with transition into secondary school.
- Diaries are checked regularly by teachers.
- Home reading is recorded in the diary (Year3/4).

### **Student Communication Folders: Years P - 4**

- Hardcopy notices will be placed in the takehome folder.
- Students in Years 3/4 are encouraged to place their diary in the folder.
- Students in Prep-2 are encouraged to place their reading log book in the folder.
- Parents/carers are encouraged to regularly check the folder.

### **Google Classroom: Years 5 - 6**

- Communication to students from teachers is conducted using Google Classroom.
- At the start of the year each class will create a Google Classroom, which students will join.
- Class notices for students, including homework, will be posted to Google Classroom.
- Parents/carers can request daily/weekly emails from their child's Google Classroom.

### **Summary of Communication**

- Use of Apps:
  - **Seesaw**  
(communication about learning)
  - **Flexischools**  
(communication about absences, admin matters, upcoming events, reminders, permission slips)



- Newsletter (fortnightly summary of school news)
- Email (individual communication with teacher)

| Communication Type                | Communication Procedures for Members of the School Community                                       |   |  |
|-----------------------------------|--|---|--|
|                                   | Staff  | Students  | Parents  |
| Absences                          | Hardcopy of notification<br>Folder for archive   |   | App (Flexischools)<br>Email (To Classroom Teacher and Principal if longer than a week)               |
| Behaviour Management              | Google Drive<br>Behaviour Management folder  | Hardcopy form                                     | Website<br>Hardcopy form<br>Phone call (if applicable)   |
| Camp                              | Google Drive   | Date in Dairy (Y5-6)                              | Information Night<br>Hardcopy forms and notices<br>App (Flexischools)                                |
| Child Safety Standards            | Staff Meetings<br>Induction program<br>Google Drive  |   | Website<br>WWCC<br>Code of conduct   |
| Classroom Learning & Achievements | App (Seesaw)<br>Anecdotal notes<br>Moderation<br>App (Seesaw)<br>Learning journals<br>School books | App (Seesaw)<br>Learning journals<br>School books | App (Seesaw)<br>All books (end of the year)<br>Reports & Hardcopy Portfolio (end of term 2 & 4)      |
| Classroom Expectations            | Google Drive<br>Hardcopy booklet or Seesaw App   | Signed notice of Rights and Responsibilities      | Beginning of year meeting<br>Hardcopy booklet or App<br>Signed notice of Rights and Responsibilities |



|                                      |   |  |   |
|--------------------------------------|---|--|---|
| Digital Technologies Code of Conduct | Google Drive<br>DT website                    | Signed hard copy annually  | Signed hard copy annually   |
| Excursions                           | Google Drive                                  | Date in Dairy (Y3-6)   | App   |
| Fund-raising activities              | Hardcopy notices<br>Emails                    |  | Hardcopy forms<br>App (Flexischools)                                      |
| General communication/ changes       | Approval from Principal<br>Notify Admin staff |  | App (Flexischools)  |
| Homework                             | Google Drive<br>Google Classroom              | Year 5/6 Google Classroom & Diary<br>Year 3/4 Diary<br>Prep-2 Reading Log Book | Beginning of year Class expectations<br>Student Diary<br>Google Classroom |
| Sacramental Programs                 | Google Drive/Calendar                         | Diary (Y3-6)   | Information Night<br>Hardcopy notices<br>Newsletter<br>App (Flexischools) |
| Term Overviews                       | Google Drive<br>App (Seesaw)                  |  | App (Seesaw)  |
| Upcoming Events                      | Google Calendar                               | Diary (y3-6)   | Website<br>App<br>Newsletter  |

### Who to See at St John's

| Who                 | What For  |
|---------------------|---|
| Parish Priest       | Faith development, school-parish links, pastoral care and life of your family, general advice                         |
| Classroom teacher   | Class programs, class behaviour, friendship issues, issues outside of school that may impact learning, homework tasks |
| Specialist teachers | Specialist programs, issues/concerns related to learning in these classes   |



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|--|--|
| Deputy Principal/Literacy Leader       | Any literacy concerns, general inquires to do with the overall procedures, policies and functioning of the school  |
| Wellbeing/Learning and teaching leader | Any social and emotional concerns or general curriculum inquires   |
| eLearning Leader                       | Any eSafety concerns or login issues   |
| Student Services Leader                | Any educational assessments or additional learning needs inquiries   |
| Mathematics Leader                     | Any general Mathematics inquiries  |
| Religious Educational Leader           | Any general Religious Education, sacramental or liturgy inquiries  |
| Principal                              | Matters to do with the overall procedures, policies and functioning of the school, issues with school fees, general matters when you are not sure who to see, or you have seen the Classroom Teacher or Leader or the Deputy Principal, and there is a need for further consultation |

## Other related Policies

- [Attendance](#)
- [Assessment and Reporting](#)
- [Child Safety](#)
- [Electronic Roll](#)
- [Homework](#)
- [Parents Complaint and Grievances](#)