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|  | **COMMUNICATIONS POLICY** |
| Policy reveiwed by:Kathie Arnold and Jamie Sharp  | Ratified at school council:To be reviewed:September 2021 |
| **PURPOSE:** |
| Our school is committed to meeting the needs of the local community. In doing so, we will communicate openly and transparently with the community by informing them with relevant and timely informationandseeking community input into school directions, policies and decision making |
| **AIM:** |
| * To best provide for the needs of the community by ensuring that the community is adequately informed and consulted on all appropriate occasions
* To ensure that the communication of information is carried out correctly and in a manner that complies with school, departmental and legal requirements
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| **IMPLEMENTATION:** |
| * We will provide annually two written reports and at least two parent/teacher meetings for students with additional interviews upon agreement.
* the Annual Report will be available to all parents on the school’s website and a hard copy will be available at the school office.
* community feedback will be sought for new or updated policies through questionnaires, formal community meetings eg. Annual General Meeting, Coffee and Chat, School Council meetings, emails, letters, a hard copy available at the school office, and conversations directly with the Principal and/or other staff.
* the fortnightly newsletter can be accessed through the school website and will be sent home in hard copy form via the youngest child at the school.
* area teams will provide families with term newsletters informing them of the proposed broad educational program for that term (website/hardcopy).
* SMS messaging, the school website and the electronic noticeboard at the front of the school will be utilised for informing and updating parents where practical. Hard copy notices will still be given to families where necessary.
* we will adhere to the ‘The Information Privacy Act’ and the ‘Health Records Act 2001’ that require schools to protect the interests of individuals with regard to their personal information and respect the individual’s right to control how their personal information is used, and for what purpose.
* we will only collect consensual information that we require about individuals, and will only communicate and disclose information for the purposes for which it was collected.
* any person seeking information from the school that falls outside the school’s previous practices must be directed to the principal who may require that a formal written Freedom of Information request be made. The principal will inform School Council of any such requests.
* all such Freedom of Information requests will be referred to the DEECD’s Freedom of Information Unit.
* information sought by police, including interviews of students must be directed to the principal or Assistant Principal.
* requests from Department of Human Services personnel regarding students or families will be complied with at all times.
* all staff will comply with court subpoenas to provide information at all times.
* All communications (newsletters, permission forms, notices etc...) will be prepared in accordance with the Aldercourt Primary School Communication Guidelines.
* Sometimes policies will be sent home to parents to view, however the policies can also be accessed online our school’s website
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