



COMMUNITY COMMUNICATIONS POLICY



Help for non-English speakers

If you need help to understand the information in this policy please contact the school office

Rationale

At Diamond Creek Primary School, communication between home and school is paramount to ensure all members of the school community are informed and up to date with all aspects and components of school life. Communication is a shared responsibility and promotes a connection to the school and a sense of belonging to the community.

Definition

For the purpose of this policy, community communication refers to communication between home and school, regarding general school and year level information. It does not refer to the communication of individual student learning and growth, nor communication of student management.

Purpose

The purpose of this policy is to provide clear and explicit guidelines for community communication to families at Diamond Creek Primary School.

If Diamond Creek Primary School provides a clear, timely and relevant communication to families then the parents and students will:

- know what is happening in and around the school
- have opportunities to be involved in the school community
- be informed about learning and teaching for their child/children at Diamond Creek Primary School.

Implementation

The implementation of this policy is constructed to provide multiple entry points for community communication for all DCPS families. Community communication is delivered across two broad levels:

1. Primary Mechanisms- expected for all DCPS families.
2. Secondary Mechanisms- optional for DCPS families.

Primary Mechanisms	Purpose	Action	Frequency
Parent Handbook	To introduce and provide information to	Provided in hard copy to new families. eBook available on the website	Once in hard copy. Electronically to all families at start of the school year.
Community Newsletter DC Wrap	To communicate key events, updates, information, ideas and achievements to the	Executive/Admin staff to coordinate. Distributed electronically to parents via	Fortnightly.

	school community.	Compass and available on the school website.	
Compass	To briefly communicate key events, updates, information, ideas, reminders and achievements to families in the respective areas.	Business Manager and Teaching teams to coordinate.	As is relevant
Area Newsletters	To briefly communicate key events, updates, information, ideas, reminders and achievements to families in the respective areas. To inform parents/carers of learning and teaching planned.	Teaching teams to coordinate	Each term
School Website	To provide information about the school, and its policies and programs and the school's annual report to the school community.	Executive, Admin, ICT Coordinator to update.	Ongoing updates and achievements
School Correspondence including notices	To provide parents/carers with details of specific school/year level programs and activities including camps, excursions and incursions.	Sent home with students as required. An eCopy provided via Compass.	As required.
Secondary Mechanisms	Purpose	Action	Frequency
Digital Platforms: Compass	To provide learning updates and opportunities for families to be connected to learning and teaching in the classroom/year level.	PLT Leaders and teaching teams to update.	As required.
Parent Education and Information Sessions	To inform and consult with parents about school initiatives and programs e.g. School Improvement, School and Parent Partnerships. To provide parents with information and strategies to be able to support their children at home e.g. Cybersafety, Wellbeing, Literacy/Numeracy learning.	Hosted by external consultants or DCPS staff as required to provide opportunities for parent learning. All sessions are advertised in the school newsletter and to relevant year levels and on Compass. Prepared and provided by classroom teachers and Literacy and Numeracy Coordinators	Scheduled as required.
School Council and Sub Committee Meetings	School Council: Elected members participate in school based management decision making and activities. Sub Committees: To provide ongoing opportunities for parents/carers to be	Minutes accessible on the school website. Designated SC member/s to provide update in the community newsletter. Meeting times and articles are published in the school newsletter.	Meetings are held at least twice a term. Minimum of 8 meetings a year.

	involved in and informed of school activities.		
Administration Staff	A point of contact for parents/carers if they are unable to access a teacher. A point of contact to set up appointments with school staff.	Information from parents/carers passed on to the staff personally as necessary. Appointments booked as required.	Ongoing/as required.

Roles and Responsibilities

The roles and responsibilities of the School are:

- To be timely in communication- in line with the Incursion and Excursion Policy, any school events requiring payment is to be communicated no less than two weeks prior to the school event.
- To be clear with communication
- To make communication relevant- whole school or year level specific as required.
- To provide opportunities for and be open to feedback from the community in regards to community communication.

The roles and responsibilities of parents/families are:

- To read communication provided (electronic and hardcopy) through all primary mechanisms of communication
- Be connected electronically through Compass, email and the school website
- To keep personal records up to date and accurate
- To provide positive and/or constructive feedback as appropriate, or upon request, to the school regarding community communication.

Evaluation:

This policy will be reviewed as part of the school's review cycle.