



COMMUNICATION POLICY: PARENTS and STAFF

Effective communication is highly valued in our school as a means of developing and maintaining an interactive, healthy and informed community.

AIMS

To develop:

- cooperation and team spirit
- knowledge of daily activities and to promote awareness of school events and expectations
- planning and coordination
- effective and regular communication with parents

SCHOOL – HOME COMMUNICATION

- St Joseph's Primary School reports on each child's achievement and progress with written reports twice a year. Parents can ask the school to provide them with written information that clearly shows their child's achievement in the subject studied in comparison to that of other students in the child's peer group at school. This information will show parents the numbers of students in each of the achievement levels from A to E without identifying students. There is an opportunity for a follow up interview at the end of Semester 1 through formal Parent/Teacher interviews. At the end of Semester 2, parents/carers can also request an interview.
- Student achievements are recognised through awards given at assembly, school newsletter and local newspaper, within class and/or stage.
- Teachers are encouraged to seek a meeting with parents if they have concerns about a student and parents are encouraged to do the same. Parents are asked to make an appointment and where possible to let the teacher know the reason for the meeting. This allows the teacher to have necessary evidence available and should allow for a more positive outcome for all concerned.
- Initial contact will be made via a phone call or visit to the school office or letter to arrange a meeting. If relevant, a written record of the meeting is kept either electronically or diarised. This should include follow up.
- Promotion and activities are communicated by assembly, newsletters, school website and notes and emails from teachers.

- Some classes have a class blog with the link sent to parents at the beginning of the year.
- Regular updates of school events, celebrations award winners and reminders for events are posted on the school Facebook page. These are posted by the assistant principal of the office staff.

COMMUNICATION THROUGH EMAIL, FACEBOOK, TWITTER AND OTHER TECHNOLOGY BASED COMMUNICATION SYSTEMS

PURPOSE

The purpose of this policy is to define the expectations and procedures for communication using technology based communication systems between parents and teachers or staff members at St Joseph's Primary, Wagga.

Technology based communication such as e-mail between parents and teachers should only occur when the parties have agreed that e-mail is an appropriate form of communication.

When using e-mail and/or other technology based communication systems:

- Only authorised diocesan e-mail addresses will be used by staff to communicate with parents.
- A child's academic progress, learning expectations, or behavioural issues are best addressed confidentially through a telephone conversation or by scheduling a personal conference with the child's care giver.
- "Staff, students and parents may not engage in inappropriate use of electronic communications (including Email and web-based research) that contradicts the moral and ethical teachings of the Catholic Church. Use of offensive language and inappropriate language is considered unacceptable. Access to, distribution of, or development/circulation of material that is pornographic in nature or that may be considered offensive is prohibited. Should inadvertent access occur (eg. through 'junk email, 'spamming') then the event should be reported immediately to the user's immediate supervisor."

(Catholic Education Diocese of Wagga Wagga Internet/Email Policy)

- The school reserves the right to block or filter email messages to staff that are not directly related to school business or to the school's educational mission.
- Electronic communication will be through e-mail addresses listed on the e-mail permission form completed by parents.
- Care should be given when using student names.
- It is not an expectation that staff respond to digital communication such as emails, outside of school hours of 8:30-4pm Monday to Friday or over the weekend or holiday period.

Unacceptable Use of Parent Communication

E-mail should not include:

- Any discussion related to other students.
- Personal information about other students.
- Any discussion related to other staff.
- Any sensitive student information that would normally be discussed face-to-face or by phone.
- E-mail must never be used to discuss contentious, emotional or highly confidential issues. These issues should be dealt with face-to-face or by phone.
- E-mail messages to parents should be consistent with professional practices for other correspondence. This includes grammar, format and salutation.

ACTION OF INAPPROPRIATE USE OF TECHNOLOGY BASED COMMUNICATION

The Catholic Education Diocese of Wagga Wagga (CEDWW) school reserves the right to capture, store and review all internet browsing, including emails and associated communications. Users are advised that illegal online activities may be reported to the police.

Reviewed 2018