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| <b>Streeton Primary School<br/>Policy Manual</b> | <b>700 MANAGEMENT POLICIES<br/>702 Communication</b> | Page: 1 of 1<br>Issue No: 3.0<br>Date: 2018 |
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### **1.0 Vision**

Communication is a key element at Streeton Primary School. It involves the development and improvement of a system in which the school community are encouraged and willing to share, where ideas are listened to, and where action is taken. It also involves documentation of policies, processes and programs-available to all members of the school community.

### **2.0 Action**

2.1 Encourage the community to log into Compass where Newsletters, notes, term planners and other forms of communication will be emailed to parents on a regular basis. Compass also allows parents to consent to excursions, make payments, book Parent/Teacher Interviews and notify the school if your child/ren will be absent.

2.3 Communication between home and school takes various forms:-

- School Newsletters distributed weekly
- Sub-school Newsletters distributed each term
- Term Planners distributed each term
- Special Events Notices distributed as required
- Student Reports will be distributed each semester
- Accurate Minutes of Parent Meetings will be distributed as needed
- School Policies will be made available upon request
- School website and social media

2.4 Students will:-

- Be offered opportunities to contribute to assemblies and newsletters
- Participate in class meetings
- Have their work displayed
- Participate in the reporting process
- Be offered various leadership opportunities appropriate to their age

2.5 Teachers will:-

- Display weekly and term planners
- Use standard minute records for meetings
- Participate in meetings as listed on the term planner
- Disseminate information using Commpass
- Communicate with the wider community via a range of methods

2.6 Parents will:-

- Make appointments through the office if they require an extended meeting with a staff member
- Use the school's email and feedback box as required

### **3.0 Review**

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