

# **Caulfield South Primary School**

**C.S.P.S.  
Policy # 5.2**

## **Home / School Communication Protocols**

### **Rationale**

- To ensure that the school community is informed, on an ongoing basis, about the school's goals, policies and activities.
- To facilitate a two-way interaction process between the school community and staff.
- To involve the whole school community so it works together to achieve the *Annual Implementation Plan* goals.
- To promote a sense of community within the school.

### **Definition**

Effective communication is central to our everyday lives. The ability to communicate clearly and meaningfully in a wide range of settings, and using a variety of media, is a vital aspect of student learning.

### **Aims**

Caulfield South Primary School encourages engagement of all parents with the school. These relationships are vital to maintaining a positive and productive school and are essential to student learning and wellbeing. Caulfield South Primary School endeavours to maximise the effectiveness of contact and support for parents and families.

### **Implementation**

1. An environment of openness, acceptance and responsiveness is to be promoted so that all members of the school community feel comfortable expressing their views and know their contributions are valued.
2. Ongoing consultation within the school community is to be organised and feedback sought about a range of school issues. This will occur by way of the school newsletter (hardcopy or internet), Class Representative emails, the C.S.P.S App, school assemblies and Information Nights. Communicating outside the school community will occur, with major stake holders such as neighbours, external providers eg Camp Aust and the Department of Education and Teaching, and the need for transparency via our website as a source of communication with both the department and other schools
3. To maximise the effectiveness of communication, a variety of means will be used including class representatives, networking and assemblies.

4. Protocols are established and implemented for acceptable and necessary communications between parents in the school community, in accordance with DET privacy principles. (See *Appendix 1- Communication Checklist* and *Appendix 2 - Email Protocols*)
5. The school's website will be regularly updated by the Information Technology Coordinator.
6. The *Annual Implementation Plan*, school policies, Parent's Handbook and OSHP Handbook can be provided as hard copies to parents on request. The information will also be available on the school's website.
7. A fortnightly newsletter outlining current issues, student and school achievements and events will be offered online or as hard copies which can be collected from the main office. Staff will receive a fortnightly bulletin.
8. Interpreter services are available on request for parents when necessary.

Appendix 1: Communication Checklist

Appendix 2: Email Protocols

Useful Website links:

Website: <http://caulfieldsthps.vic.edu.au/>

Newsletters: <http://caulfieldsthps.vic.edu.au/notices-and-events/newsletters/>

### **EVALUATION**

This policy will be reviewed once every three years.