



Communication Policy 2019

Rationale:

- It is essential that staff members of the school communicate information in accordance with established protocols so as to preserve the professionalism of the school, to protect the rights of individuals, to uphold our duty of care to students, and to comply with departmental and legal requirements.

Aims:

- To ensure that the communication of information is carried out correctly and in a manner that complies with school, departmental and legal requirements.

Implementation:

- Our school has a policy of open and cooperative communication, however, recognising that staff members have legal, departmental, local, professional and social obligations with regards to the communication of information.
- Department of Education employees are free to make public comment on issues relating to education, but in doing so, must be wary not to make comments that can be construed as negative criticism of our school, School Council, our community, staff or community members.
- As a matter of professional courtesy, and as a requirement of Section 3.6 of the Teaching Services (Conduct of Duties) Order 1998 staff will communicate with the principal before making public comment or formal statement on educational issues or that bears on the organisation or program of the school or place of work. The Principal and School Council President will ensure that each other are informed.
- The Information Privacy Act and the Health Records Act require that schools 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.
- The school will only collect consensual information that it requires 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. All such Freedom of Information requests will be referred to the Department of Education's Freedom of Information Unit.
- Information sought by Victoria Police, including interviews of students must be directed to the Principal.
- Requests from Department of Human Services child protection unit personnel regarding students or families will be complied with at all times.
- The school will comply with court subpoenas to provide information at all times, but will not respond to requests from lawyers seeking information without Education Department approval.
- Action may be taken by individuals, the department or organisations against staff members who choose to communicate information improperly.
- All written communication is checked by the Office or Leadership prior to being sent home.
- The school letterhead should be used for all written correspondence.

- We will provide a minimum of two written reports, and a combination of interim reports, and parent-teacher interviews, ensuring students and parents are reported to on a termly basis. Additional interviews can occur upon agreement.
- Students on an Individualised Learning Plan will have a personalised plan created, with appropriate goals, and a parent/teacher/student meeting will occur at least once a term.
- The school will provide a weekly newsletter with relevant information, rewards and important dates.
- All newspaper articles, photos and media requests shall be approved by the Principal or their delegate.
- Staff Internet Use
 - Internal email – staff will CC appropriate relevant staff in emails for transparency and communication reasons. A CC'd email does not have to be responded to.
 - External email – staff will CC the Principal, AP and/or Year Level Coordinators as appropriate.
 - Email addresses are to contain a confidentiality clause.

Approval and Review:

This policy was last updated on 11 September 2019 and is scheduled for review in 2022.