



# COMMUNICATION OF SCHOOL POLICY, PROCEDURES & SCHEDULE POLICY



## Help for non-English speakers

If you need help to understand the information in this policy please contact our office staff at Bourchier Street Primary School (Ph:58213488) who will arrange for a translator to communicate with you.

## PURPOSE

The purpose of this policy is :

- To ensure that the communication at **Bourchier Street Primary School** is carried out correctly and in a manner that complies with school, departmental and legal requirements.
- To ensure all stakeholders are provided with information in a timely and effective manner.
- To ensure appropriate ongoing training is provided to all staff, teaching and non-teaching, and to new staff members as part of the induction process.

## IMPLEMENTATION

- **Bourchier Street Primary School** has a policy of open and cooperative communication. However, this practice recognises that the school has legal, departmental, local, professional and social obligations with regard to the communication of information.
- Parents/carers are readily able to communicate with teachers face-to-face at any mutually agreeable time throughout the school year, electronically by sending an email through to the **Bourchier Street Primary School's** email account, through "Seesaw" or in written format directly to the teacher.
- We value and actively seek input from all in our school community with the primary approach to seeking parental input through the members of School Council.
- Broader consultation throughout the school community will be undertaken where required and this consultation will be inclusive and non-discriminatory.
- It is important to note that consultation does not mean decision making. Nor does it equate that decision-making will simply be based on popularity of ideas or weight of numbers.
- Department of Education and Training (DET) 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 **Bourchier Street Primary 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 **Bourchier Street Primary School** or place of work. The Principal and School Council President will ensure that each other are informed.
- In providing advice to students, teachers should limit their advice to areas within their professional knowledge, ensure it is given in situations arising from a role specified by

the Principal and ensure such advice is correct and in line with the most recent available statements. Please refer to the **Bourchier Street Primary School's Duty of Care Policy**.

- The *Privacy & Data Protection Act 2014* 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.
- **Bourchier Street Primary 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 **Bourchier Street Primary 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 Manager, Freedom of Information and Privacy Unit.
- Information sought by police, including interviews of students, must be directed to the Principal.
- Requests from Department of Health & Human Services (DHHS) Child Protection Unit personnel regarding students or families will be complied with at all times. Please refer to the Department of Education and Training's *Police & DHHS Interviews Policy*.
- **Bourchier Street Primary School** will comply with court subpoenas to provide information at all times, but will not respond to requests from lawyers seeking information without DET approval.
- Action may be taken by individuals, the Department or organisations against staff members who choose to communicate information improperly.
- **Bourchier Street Primary School** will table its Annual Report to the School Community at an open meeting of the School Council as soon as all components are finalised. This report will subsequently be made available to all in our community through the school's website. The content of the Annual Report will reflect the requirements of the DET.
- School Council records are not available to the general community. Please refer to DET *Freedom of Information (Fol) Policy*.
- **Bourchier Street Primary School** will provide a minimum of two comprehensive written reports, one parent/carer - teacher interview for students in Semester 1 with an option for a second in Semester 2, and additional interviews upon request. Teachers will report against the Victorian curriculum achievement standards using a five point scale.
- **Bourchier Street Primary School** will identify those aspects of its policies and procedures which must be communicated to staff and parents/carers. Please refer to the attached Communication Schedule.
- **Bourchier Street Primary School** will identify the staff training that is required and who will be responsible for providing the training.
- Staff members may not communicate to students or parents/carers by any form of social media. Please refer to the DET *Code of Conduct Policy*.
- **Bourchier Street Primary School** has developed a schedule for dissemination of this information and for the associated training. Please see Communication Schedule below.

## POLICY REVIEW AND APPROVAL

Policy last reviewed	28 <sup>th</sup> March 2023
Consultation	School Council 26 <sup>th</sup> August 2020
Approved by	Principal
Next scheduled review date	February 2026

## Communication Schedule

AREA	FOR WHOM INTENDED	TRAINING / INFORMATION REQUIRED	WHEN / HOW	BY WHOM
<b>School/DET Policies</b>	Bullying Prevention Child Safe Homework Information Privacy Parent Payments Photographing, Filming & Recording Students Mobile Phones, Student Use Smoking Ban Student Dress Code Student Engagement All accessible on the website Parents upon request - all or a single policy	No	Parents directed to School's website on Enrolment Forms	Principal / Assistant Principal
	Staff – accessible through the school server	PD for new staff members	As part of the induction process	Leadership Team
<b>Anaphylaxis</b>	Staff	Yes	Once per semester New staff as part of the induction process	Staff member with up-to-date training
	Parents	Yes, if a student at risk enrolls	Copy of policy on website Newsletter item advising all parents	Principal / Assistant Principal ES Staff
<b>Asthma</b>	Staff	Yes	Asthma Australia session at least every three years New staff as part of the induction process	Asthma Australia Induction Coordinator
<b>Sun &amp; UV Protection</b>	Parents Staff Students	Yes	Newsletter articles end of Term 3, beginning of Terms 4 & 1	ES Staff
<b>First Aid</b>	Staff	Yes	General principles as applicable to Bourchier Street PS – early Term 1 and new staff as part of the induction process	First Aid Coordinator
			CPR every year Level 1 First Aid training	Provider
<b>Medication</b>	Parents Staff	Yes	Newsletter articles beginning each semester New staff as part of the induction process	ES Staff
			Induction Coordinator	
<b>Mandatory Reporting</b>	Staff/Volunteers	Yes	Annually – online modules New staff/volunteers as part of the induction process	Member of the Leadership Team Induction Coordinator
<b>Child Safe Standards Policy</b>	Parents	Yes	Part of Enrolment Forms & on the school's website	Principal Assistant Principal
	Staff/Volunteers/ Contractors/Visitors	Yes	New staff and all visitors as part of the induction process	Member of the Leadership Team Induction Coordinator

<b>Complaints &amp; Concerns, Parents</b>	Parents	Yes	Available on the School's website	ES Staff
<b>Emergency Management Plan</b>	Staff	Yes	Practice emergency procedures once per term	Emergency Management Coordinator
	Parents	Yes	Newsletter articles after each drill	ES Staff
<b>Information Privacy Policy</b>	Parents	No	Copy of Policy on School's website	Principal / Assistant Principal
	Staff	Yes	Annual briefing New staff as part of the induction process	Member of the Leadership Team Induction Coordinator
<b>Medical Emergencies</b>	Staff	Yes	Annual briefing New staff as part of the induction process	Member of the Leadership Team Induction Coordinator
<b>Photographing Filming &amp; Recording Students</b>	Parents	Yes	Available on School's website Annual "Permission" - Term 1	Principal / Assistant Principal ES Staff
<b>Reporting student achievement</b>	Parents	Yes	Annual revision	Teaching Staff
<b>Yard Duty/On-Site Supervision</b>	Staff	Yes	New staff as part of the induction process	Induction Coordinator
<b>Gifts, Benefits &amp; Hospitality Policy</b>	Staff	Yes	New staff as part of the induction process	Induction Coordinator
	School Council	Yes	Annually	Principal
<b>Vision, Mission &amp; Values</b>	Staff	Yes	New staff as part of the induction process	Induction Coordinator
	Parents	Yes	Displayed strategically throughout the school and discussed if required with prospective parents	Principal / Assistant Principal
<b>Risk Management</b>	Staff	Yes	New staff as part of the induction process	Induction Coordinator
<b>Chemical Management</b>	Staff	Yes – what chemicals may or may not be brought into the school	New staff as part of the induction process	Induction Coordinator
<b>Health Care Policy</b>	Parents	No	When a student with a specific medical need presents for enrolment	Principal / Assistant Principal
<b>Mobile Phones</b>	Parents	Yes	Available on the School's website	Principal / Assistant Principal
	Students		Class teachers to brief students as part of the yearly commencement procedures	Class Teachers
	Staff		New staff as part of the induction process	Induction Coordinator

<b>Homework</b>	Parents Students Staff	Yes	Available on the School's website Information about work requirements as applicable	Principal / Assistant Principal
<b>Drug Education/Use</b>	Staff	Yes	Annual briefing New staff as part of the induction process	Member of the Leadership Team Induction Coordinator
<b>Duty of Care</b>	Staff	Yes	Annual briefing New staff as part of the induction process	Member of the Leadership Team Induction Coordinator
<b>Parent Payments</b>	Parents	Yes	Information regarding school payments for the following year at least six weeks before the end of the school year	School Council Principal
<b>Bullying</b>	Parents Staff	Yes Yes	Available on the School's website Annual briefing New staff as part of the induction process	Principal / Assistant Principal Member of the Leadership Team Induction Coordinator
<b>Student Engagement</b>	Parents Staff	Yes Yes	Available on the School's website Annual briefing New staff as part of the induction process	Principal / Assistant Principal Member of the Leadership Team Induction Coordinator
<b>Smoking Ban</b>	Parents Staff	Yes Yes	Available on the School's website Annual briefing New staff as part of the induction process	Principal / Assistant Principal Member of the Leadership Team Induction Coordinator
<b>Student Dress Code</b>	Parents	Yes	Available on the School's website	Principal / Assistant Principal
<b>Staff Leave</b>	Staff	Yes	New staff as part of the induction process	Induction Coordinator