

# COMMUNICATION POLICY



## PROCEDURES AND PROTOCOLS

### PURPOSE

The policies of Ranfurlly Primary School guide and describe the main processes, functions and operations of the school. The development and review of policies is part of an agreed process to ensure that key stakeholders are part of the consultation and review process.

### AIMS

- To ensure that policies frame and accurately reflect the school operations, directions, and goals and meet all legislative, compliance and duty of care requirements.
- To ensure that the school's Strategic Plan, Annual Implementation Plans and Annual Reports are clearly accessible to the school and wider community. Updates to relevant policies and documents will be advertised in the school newsletter. Policies and documents will be available on the school website for community observation and comment. Copies may be obtained from the school office on request. The annual report will be presented to School Council and parents will be advised via the newsletter that copies of the school's annual report will be made available to parents on request.

### IMPLEMENTATION

- The policies describe the rationale, aims and implementations of the operations and directions of the school as a whole.
- The process of considering school policies will be managed by the principal and will be a continuous cycle, and will use a transparent and consultative process.
- All policies will use the school policy layout, meet legislative and compliance requirements, and have a designated review period.
- When developing a new policy, the principal will consult with appropriate personnel in order to draft the initial policy statement. The draft policy may be circulated for comment to the appropriate committee/s, to staff members, to parents, to students before ratification by School Council.
- Policies will be developed taking into account DET policies, memos and circulars relating to a particular policy area.
- A database of policies and a review schedule to provide a timeline for reviews either annually or on a three-year basis is to be maintained.
- When reviewing an existing school policy as per the three-year review cycle, the principal will consult with staff and the appropriate Committee/s, and to School Council for ratification.
- Changes as a result of policy developments and/or reviews will be widely advised to students, staff and parents.
- Staff will be given opportunity to provide input into the policy development or review process.
- The focus of all school policies must remain the needs of students and school operations.
- Any concerns relating to the structure of the school should be directed to the principal or School Council president.

### REVIEW CYCLE AND EVALUATION

This policy was last updated on **28 June 2019** and is scheduled for review in June 2020

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VALUES  
EVERY DAY



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# COMMUNICATION PROTOCOLS

## PURPOSE

It is essential that staff members of Ranfurly Primary School:

- communicate information in agreement with established protocols so as to preserve the professionalism of the school;
- to protect the rights of individuals
- to uphold our staff's duty of care to students
- to comply with Departmental and legal requirements

## SCOPE

This policy applies to all staff at Ranfurly Primary School.

## AIM

To ensure that the communication of information is carried out correctly and in a manner that complies with School, Departmental and legal requirements. Our school has a policy of open and cooperative communication

## IMPLEMENTATION

- This practice however recognises that staff members have legal, departmental, local, professional and social obligations with regards to the communication of information
- Action may be taken by individuals, the Department or organisations against staff members who choose to communicate information improperly
- We will provide a minimum of two written reports for students each year, two parent-teacher interviews per year, additional interviews upon agreement, and an annual report for the community.
- D.E.T. 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 statements on educational issues or comments 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 is informed
- The Information Privacy Act and the Health Records Act 2001 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. The Principal will inform School Council of any such requests
- All such Freedom of Information requests will be referred to the D.E.T. Freedom of Information Unit.
- Information sought by police, including interviews of students must be directed to the Principal/ Assistant Principal

- Requests from Department of Health and Human Services personnel regarding students or families will be complied with at all times.
- All staff will comply with court subpoenas to provide information at all times.

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