



SOUTH PADBURY  
PRIMARY SCHOOL  
Pursuit of Knowledge and Friendship

# SOUTH PADBURY PRIMARY SCHOOL COMMUNICATION POLICY



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## **Rationale**

Effective communication is essential in providing students, teachers, parents and the community with the necessary information to make appropriate decisions. South Padbury Primary School is committed to using communication processes and techniques that aim to build a positive learning environment for students, staff and parents.

## **Policy**

Students, staff and parents can only make informed choices if they are aware of the key issues. Effective communication between the school, the home and wider school community is vital in assisting students with their learning. Students, staff and parents are expected to use and promote processes and strategies outlined in this policy.

## ***Operational Guidelines***

1. School newsletters will be sent home fortnightly to each family
2. The school's website will assist in communicating with the immediate and wider school community
3. Interviews will be held in Term 1 for all classes
4. Teachers will also be available for parent teacher interviews upon the request of the teacher and/or parent
5. Information sessions will take place as required
6. Parents and caregivers are encouraged to visit and assist in their student's classroom. This is to be prearranged with the classroom teacher prior to the start of the day
7. Progress of the School Improvement Plan will be communicated with the School Board, and the wider school community via the School Annual Report
8. Parents have access to a Complaints Process where issues/concerns are documented and acted upon
9. All information, news, up-coming events and policies will be published on the school's web site at [www.southpadburyps.wa.edu.au](http://www.southpadburyps.wa.edu.au)
10. Suggestions for school improvement are to be directed to the Principal and/or South Padbury School Board
11. The school's APP is to be used to relay messages to parents/caregivers that require immediate attention.

## **Policy Review**

June 2021