

Boronia Park Public School Council

Communication Guidelines

Policy Statement

A school is a community of people, comprising students, teachers, administrative staff, parents, volunteers, as well as other schools, community organisations, local government, and the wider community. In internal communications, all members of the school community have the right to privacy, whilst ensuring ongoing opportunity to participate in school activities. It should not be necessary to compromise the privacy and dignity of individuals in order to maintain open lines of communication among various segments of the school community.

The intention of this policy is to:

- Protect the privacy of all individuals involved in the school, at any level or in any capacity.
- Encourage the involvement of parents, families and community members in school activities.
- Facilitate the smooth and effective working of the school through the use of clear and consistent lines communication.
- Ensure that communication processes remain up-to-date as new communication technologies come into use formally or informally in the school community.

This policy is to be implemented in the context of departmental policies including those relating to:

-Access and Equity

-Computers and Internet

-Personnel complaints and conduct

-School activities

-Administration and management of information, devices, and data

-Work Health and Safety

-(Parent) Voluntary School contributions

-Student Records

-Student Wellbeing

Communication between parents and teachers

Parents and teachers communicate in a number of ways. Parents may approach teachers in the schoolyard before and after school, and teachers may contact parents on an informal basis. However, informal communication such as this will not be relied upon as the basis of planning student activities, advising parents of teacher concerns, or dissemination of information about School activities.

The Role of the school Council

Boronia Parks School Council develops and reviews School policy, as well as surveying the school community and overseeing the ongoing planning processes at the school. The Council publishes newsletters to the school community via e-mail to coincide with council meetings. Council keeps and maintains its own directory of e-mail contacts to assist with the dissemination of information and recruiting of parents when surveying. Parent provision of this contact information to council is made on a voluntary basis.

The Role of the P & C

The Boronia Park P & C co-ordinate fundraising, volunteering and the administration of some peripheral activities at the school such as a uniform shop, out-of-hours child care services, and the school canteen. The P & C provide information to the school regarding some of these activities so that the school can inform families at the school of these opportunities. The P & C also maintains its own database of contacts to assist with broadcasting to the community about P & C activities and calls for volunteers. The P & C also uses a network of 'class parents' to more effectively gather and distribute information among the school community.

Class Parents

Role

At the commencement of each school year, by tradition, a parent from one student in each school class will volunteer as 'Class parent'. Class parents facilitate communication between the school and families, by sending e-mails out to other parents in the class, and by corresponding on an ongoing basis with the teacher. The P & C will at times send information out to all class parents as a rapid means of communication to school parents regarding school or P & C activities. The most useful role of the class parent is to provide reminders to parents regarding school activities.

Limitations of the class parent role

The class parent is essentially an informal and voluntary position. As such, the class parent will not be formally relied upon to disseminate information regarding school activities. Nor will the class parent be expected to ensure that all parents in the class receive information regarding school activities, or to take any responsibility for the smooth or safe workings of school activities. Parents provide their contact details to class parents on a voluntary basis, and therefore the class parent will not necessarily be able to get information out to all parents in their class.

School communication to families regarding school activities

The school uses three key methods of communication to provide information to students and their families regarding school activities and events.

1 - The school website

The school will maintain and regularly update its website found at <http://www.boroniapk-p.schools.nsw.edu.au/> with general information about the school, as well as policies, and information about parent and community bodies. Circulars such as newsletter editions and events information will also be made available on the school website. The website is maintained by school staff.

2 - The school newsletter

The school newsletter is compiled and sent home with students in paper form on a weekly basis during term. The newsletter contains up-to-date information about current and upcoming events and issues at the school, with space also provided for P & C information.

3 - School assembly

The school assembly is an opportunity for teachers to provide information regarding school activities to students directly. Assemblies occur at start of school on Mondays and Thursdays, weather permitting. Parents may attend school assembly on an informal basis, but are asked not to disrupt or participate in school assembly.

Communicating Parent/community concerns to the school

Where one or more parent or community members have a concern about their son/daughter/relative/student at the school, the process is as follows:

1 . Contact the student's teacher directly, in person or by telephone, to advise them of their concern and progress the issue to resolution.

2 . If this does not resolve the issue, write to the school principal

Where a parent or member of the school community has a more general concern about the school, its policies, practices or an incident at the school, they should contact the school council in writing, either by e-mail to the e-mail address bppscouncil@gmail.com, or by post to the school's office address.

Communicating School concerns to parents

Where a teacher has a concern about a student, the teacher will communicate this to parents directly according to departmental procedure. Teachers will not share information regarding individual student behaviour or other issues being managed to other members of the school community, unless withholding this information would place the student at risk of harm.

Where the behaviour of one or more student places other students at *ongoing* risk of harm, parents of the student potentially at risk will be contacted as per departmental procedure. This will be done in a manner which as much as possible protects the privacy and safety of the students involved.

Recording student activities

From time to time, parents or school staff will informally record the activities of students via photographs, video, or audio recording. The school does not administer or control the collection or sharing of this material.

Gathering and sharing of student or parent contact information

The School gathers personal information including contact information for all students enrolled at the school. In accordance with privacy law, the school will not release this information to any 3rd party.

The P & C and the School Council will also request and store contact information of families of students at the school. Families provide this information to the P & C and School council on a voluntary basis. It is incumbent upon these bodies to obtain the contact details of families via their own initiative.

On rare occasions, where the school council or the P & C has need to communicate with a member of the school community, and the council does not have contact

details for this person, the council may request via the school principal, that the school forward correspondence using the school's own contact information. The school will not divulge contact information to the school council or the P & C in the course of facilitating this correspondence.

Use of social media

The school does not use social media. However the P & C currently runs a Facebook Page which is available to the general public. The responsibility for providing content to the page and moderating the page remains within the P & C. The P & C will also be responsible for ensuring that any presence on social media remains within the principles set out in the general departmental policies listed at the start of this document.

Summary: Responsibility Matrix

Below is a summary of the different areas of communication responsibility, listed according to area of responsibility, and indicating for each area who has core responsibility for the provision and monitoring of this area of communication.

Publication	School Staff	P & C	School Council
School-specific policies			School council
School activities	School staff		
Calls for volunteers		P & C	
Weekly Newsletter	School Staff		
School Website	School Staff		
Social Media		P & C	
Recruiting of Class parents		P & C	
School planning	School Staff		School Council
Out-of Hours Care		P & C	
Fundraising		P & C	

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