



# St. Joseph's Primary School

## Communication Procedures

2015

### **RATIONALE**

Catholic schools acknowledge that the education of children is a partnership between parish, school parents and the wider community. It is necessary that the lines of communication within this partnership are open and available and that the school community keeps abreast with technological methods in the commercial world of which it is a major player.

The school has many types of communication systems namely phone system, Fax, Interviews, Reporting, school newsletter, school web page, email, Skoolbag App, student diaries and school/class notices and annual reports to government agencies.

### **AIM**

The school's communication systems, whether digital, verbal or written, exist

- To keep the parents informed of the educational standards of their children
- To aid the communication between the school and all its stakeholders
- To improve the safety standards for communication in the event of an emergency.
- To communicate with parents the continual happenings with relation to school events.
- To maintain parental awareness of the needs, meetings and educational practices etc. within the school environment
- To commend behaviour
- To make individual requests to parents

### **IMPLEMENTATION**

**Phone system:** 02 65482035

▪ **Location of phones:**

- Principal's Office
- Administration Office
- Library
- Intercom System in classrooms and MacKillop Room

**Messages:**

- Any messages taken over the phone are to be recorded in the book which is located near the phone on the Admin Office Desk. The copy is to be given to the person concerned.
- An answering machine will record messages when the office is unattended.

**Facsimile:** (02 65482782)

The fax machine is located in the Photocopy room. Faxes are transmitted digitally to the network M: drive rather than printed, in line with our environmental initiative. See Appendix 1 for procedures.

**Parent – School communication** is encouraged at all times. Below is a list of ways this is facilitated:

- Parents and Friends Association. This group meets every 2<sup>nd</sup> Monday of the month. The Principal and some teachers are present alongside the parents and friends at each meeting. One teacher is rostered on to babysit children during this time. The P&F serves a number of important roles within the school community. It is a forum for the parents to learn about the school and for the school to get to know the parents and strengthen the partnership that exists there. The P&F is also a vehicle to raise funds to support the school's educational pursuit. The P&F serves as a social hub also. Parents through service with the P&F (canteen, working bees etc) enjoy social interaction with others. Gardening working bees each term are a popular event where parents and teachers alike work with the children to restore the gardens to their seasonal beauty.
  - A P&F noticeboard is situated on the Library verandah for the display of meeting minutes, agendas, advertising of upcoming events and general notices for parents.
  - Meeting minutes and agendas are also distributed via the school newsletter.
- Open Days: Parents are offered several opportunities throughout the year to learn about the school at a first hand basis. At the commencement of each school year, all parents are invited to attend an opening school Mass followed by a shared dinner and a classroom information session. This event is always very well attended. Throughout the year parents and friends of the school community are invited to various open days, as well as NAIDOC Week, Mothers Day, Father's Day and Grandparent's day celebrations in the school and classroom.
- Parent workshops are run as needed in response to parent or school identified need. Some examples of topics include: Cybersafety, Understanding NAPLAN, A-E Reporting, Healthy eating, Supporting your child to read, Anxiety in children and parents.
- Meet and greet – a teacher is on duty in the playground during the morning drop-off period and the school office is open from 8.30am until 3.30pm for parent enquiries. A morning assembly is held each day at 8.55am and parents are welcome. Daily afternoon assembly is held at 3.00pm where parents are also welcome. All teachers are present at both assemblies.
- Parents are invited to attend the weekly student assembly where awards are given for improvement in school work, high achievement and fair play. There is a termly award given to a student who displays attributes consistent with the *Spirit of St Joseph*. These awards are published in the school Newsletter and in the local newspaper.

- **Parent opinions** are often sought using instruments such as Survey Monkey. This is a particularly good way to evaluate the success of special events such as Performance evenings or swimming carnivals.

### **School Newsletter:**

The school newsletter is called the SCHOOL NEWS.

It is published each even Tuesday and one copy is forwarded to the parents by the eldest child in the school and/or by e-mail. It is also placed on the school Website and transmitted to parents through the *Skoolbag App*.

Additional copies will be e-mailed at no charge to interested persons upon receipt of instruction and e-mail address. Additional copies will be mailed to interested persons upon receipt of instruction and supply of stamped, self-addressed envelopes or agreed remuneration to cover postage and handling costs.

All school activities and P & F news are published in the newsletter.

From time to time surveys and other questionnaires will also be included.

Articles written by staff members are included.

Student Weekly Award winners are included.

Each contributing member types his/her article and saves it on the R- Drive under "Newsletters" and then the specific week.

The newsletter is collated by the Admin Officer who photocopies it onto a St Joseph's letterhead or publishes it via e-mail/paper copy.

Copies of the school newsletter are available in St Anne's Church and in the school foyer for interested persons.

### **Reporting:**

The school will report on student progress using the standard Diocesan reporting instrument at the end of Semester One and the end of Semester Two. These reports are sent home to parents with the opportunity for teacher interview if required/desired. The Semester One report is followed by an official interview period which provides the opportunity for parent- student-teacher discussion of the student's progress. The Semester Two report may be followed by an interview with the class teacher upon request. An optional parent interview is also offered in Term 1 with an interim report for interested parents.

### **Interviews:**

St Joseph's school welcomes the opportunity to meet with members of its community at all times. Parents are encouraged to phone the school to make an appointment at a mutually agreeable time to discuss issues and concerns with class teachers or the principal. There is a complaints and grievances policy that outlines the correct course of action to take to solve any potential problems. Summaries of these meetings are recorded on Gate21.

- **School – Pre-school Parent Communication**

- Parents of students wishing to enrol in Kindergarten the following year are supported with the St Joseph's transition program. The students themselves participate in a 9 part

transition program at the school while parents enjoy a 5 part information series which covers various school readiness topics.

- The teachers participate in the Pre-School Kindergarten readiness program each year to discuss school options with interested parents.
- **Parent Handbook**
  - A parent handbook is provided to each family upon enrolment of their child at the school. The booklet contains general information about the school, daily and weekly routines, canteen, P&F, uniform, school fees and child protection. The booklet is updated annually and is available for viewing on the school website.
- **School Calendar**
  - A school calendar is printed and distributed to each family at the beginning of the year showing dates of all known events scheduled throughout the coming year. Additions and updates are notified through the school newsletter.

### **Staff Communication**

- **Staff meetings** are held for the purpose of ensuring the effective operation of the school, providing Professional development and collaboratively planning for student learning. Minutes of each meeting are saved on staff drive of the school computer system, commonly known as the R-drive. All staff have access to both the agendas and the minutes of these meetings and are welcome to contribute where possible. Minutes of the PLC are also emailed to all staff members. There are approximately 6 whole school PLC meetings per term and 14 PLT meetings.
- All staff have access to Gate21, the school portal which provides access to the school calendar, student information, electronic roll marking, collaborative virtual classrooms and links to frequently used documents and sites.. MN works allows communication and sharing of resources with the Catholic Schools Office.
- Each staff member has a school email address and communication between teachers, staff and CSO is often via this means.

### **School – Community Communication**

- The school will report to the wider community and the Government agencies through completion of the Annual School Report which is sent to the Catholic Schools Office, CEC, Board of Studies and posted on the school Website.
- Local community members, service groups and businesses as well as parents are invited to attend the annual Presentation evening each

year where students are rewarded for their academic achievements throughout the year.

- The school participates in a number of community events throughout the year including the Australia Day Awards, ANZAC Day commemorations, Festival of the Fleeces, Merriwa Show, Street Christmas Carolling and community visits to the hospital and hostel.
- **Local Newspaper:**  
The local newspaper is called the MERRIWA RINGER.  
The school pays sponsorship fees to this paper which gives it advertising and rights to provide text.  
The school will use the columns to communicate to the wider community issues relating to the school and education in general. The principal will be responsible for the even weeks and the class teachers will put in class news on a rotational basis on the odd weeks. Each teacher responsible needs to email the article to the Ringer by Monday before 12pm after having it reviewed by the Principal. [Merriwa2-c.school@det.nsw.edu.au](mailto:Merriwa2-c.school@det.nsw.edu.au)  
The Ringer is circulated every Thursday of the school term.
- **Website:**  
St Joseph's School website is used to make school information available to the public. It is updated each fortnight. The website address is [www.merriwa.catholic.edu.au](http://www.merriwa.catholic.edu.au)
- **Email**  
The school may be contacted by email on the following address:  
[admin@merriwa.catholic.edu.au](mailto:admin@merriwa.catholic.edu.au).
- **Skoolbag App**  
The school subscribes to the Skoolbag School Mobile App which provides the means to instantly communicate messages using push notification alerts to parents and interested parties via smartphones and devices. The app is a free download and is promoted through the school newsletter. Regular surveys are conducted to gauge usage and alternatives of email, notes or phone calls are offered to parents who do not use the app.  
Parents are able to use the Skoolbag App to notify the school of their child's absence and to update their contact details.

## **BUDGET**

The cost of the communication systems will be met by the school budget in all instances except in circumstances where the parents/carers of a student require more than one newsletter (see Newsletter section above for costing).

## **EVALUATION**

**This document will be reviewed                      2016**

## **Procedure for dissemination of facsimile documents**

### **Rationale**

The facsimile machine is a convenient and very popular mode of communication today. It is necessary to deliver faxes to their owners as promptly as possible so that this mode of communication remains efficient.

### **General Information**

The school's fax machine is located in the photocopying room.

It has a dedicated phone line – 0265482782.

There is no separate phone on this machine.

The fax machine also has a copying facility. This should only be used as a last resort.

The faxes may be viewed on the monitor and hard copies printed only if necessary.

This addresses our desire to care for the environment and be responsible stewards of creation.

All staff are responsible for checking faxes.

If the fax is marked "Confidential" Please observe the receivers right to privacy.

Please alert staff members of faxes that are displayed for them.