

Flemington Primary School

POLICY FOLDER



ADMINISTRATION – Communications

Rationale:

Flemington Primary School acknowledges its responsibility in providing accurate, informed and timely communication to all members of the community.

It is essential that all members of the school communicate information in accordance with established protocols;

- to preserve the professionalism and good name of the school,
- to protect the rights of individuals,
- to uphold our duty of care to students, and
- to comply with departmental and legal requirements.

Aims:

1. To ensure that the communication of information is carried out correctly and in a manner that complies with school, departmental and legal requirements.
2. To ensure effective consultation with all members of the community on policy development and school decision making.
3. To provide effective dissemination of information from School Council, the leadership and teaching staff on matters of importance to the community.

Goals

1. To provide regular information to all members of the community on the direction, planning, policies and development at Flemington Primary School.
2. To ensure that all members of the community are consulted on major planning and policy decisions.
3. To facilitate a strong partnership with all members of the community and thus develop a community which supports the education, development and growth of all children.
4. To assist in clarity of communication of policy, procedures, implementation and programs thus minimising any misunderstanding or complaints.
5. To provide effective communication in a variety of media.
6. To provide communication of vital information in the appropriate languages for our community.
7. To develop and distribute effective complaints resolution processes.

Implementation:

- Flemington Primary school has a policy of open and cooperative communication with all members of the wider school community.
- This practice however recognises that staff members have legal, departmental, local, professional and social obligations with regards the communication of information.
- Flemington Primary School will provide annually two written reports and two parent-teacher interviews for students, additional interviews upon agreement, a multimedia digital portfolio for students in Grades 5/6 and an Annual Report to the community.

- Department of Education & Early Childhood Development 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 statement on educational issues or 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.

Supporting Documentation

Communications Brochure
 Community Consultation Policy
 Complaints Resolution Policy
 Freedom of Information Policy
 Newsletter Policy
 Parent Information Handbook
 Privacy Policy
 School website – www.flemingtonps.vic.edu.au
 Website Policy
 “Where Do I Find It?” brochure

References:

DEECD School Communications Toolkit -
<http://www.education.vic.gov.au/management/schooloperations/commstoolkit.htm>
 Victorian Government Schools Reference Guide -
<http://www.eduweb.vic.gov.au/referenceguide/management/6-21.htm>
 DEECD Freedom of Information Unit
 References: Circular 75/99 – Freedom of Information

Evaluation:

This policy will be reviewed as part of the school three-year review cycle.

Review Date:
 2011