

# Merimbula Public School

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## Communication Procedures A-Z

**PURPOSE:** This document has been created to outline different modes of communication used by Merimbula Public School, including how they are used.

**PROCESS:**

**Advertisements:** The school may engage companies/news outlets to advertise upcoming events (eg: Kinder Orientation).

**Assemblies:** Kindergarten to Year 2 classes hold assemblies throughout the year to showcase their learning and achievements. Special assemblies may take place K-6 for: Presentation Day, Inductions, NAIDOC Week, ANZAC Day and other special events.

**Checklists:** Are used internally by staff when planning events and activities.

**Class Dojo (Students):** Positive behaviour is recorded through the use of Class Dojo. Students receive Dojo points for displaying school values. They may have points withdrawn for non-compliance. Individual and class goals are worked towards and achievement in this regard is recorded via Class Dojo. Parents/Caregivers do not have access to Class Dojo.

**Compass Parent/Carer Portal: The Compass Portal is used for:** The Compass Parent Portal is an online portal that allows parents/caregivers to access up-to-date information about our school and your child's progress. The Compass Parent portal also enables users to receive information about the school. The app contains a calendar and has the function to send emergency alerts to parents/carers if required. \*Please note that the 'Absence Notifications' messages are only sighted and recorded by our First Aid/Administrative Officers and should not be used as a form of communication to address/identify incidents, compliments or complaints. They are used for attendance records only.

**Email:** Staff use private school-based emails to communicate internally with one another. All correspondence to/from the school by parents/caregivers/community should be via the school email account, and/or with classroom teachers for parents/carers of students in Support Classes. The school email account is monitored by the Principal and Business Manager. Emails should address the intended recipient and reason for communication in the subject matter.

**Inclosed Lands Act Notices:** Are delivered to school visitors (by the School and/or Police) to issue notice to the parents, caregivers or community members, who forfeit the privilege of attending the school (onsite and offsite activities) due to non-compliance of Department of Education conduct and behaviour requirements. These notices are put in place for a period of 12 months and are reviewed twice annually, usually in February and November. It is a criminal offense to attend the school grounds, at any time, if one has an Inclosed Lands Act Notice in place.

**Executive Meetings:** Are held by members of the school Executive Team on a weekly basis or as required.

**Facebook:** The school Facebook site showcases upcoming events and positive school news relating to these events. At times, alerts regarding safety matters may be shared on this platform. Messages and commenting functions are not used by the school Facebook. Questions, comments, compliments and concerns should be addressed via phone or email. \*Our school's only official Facebook page is located at: <https://www.facebook.com/MerimbulaPublicSchool>

**Google Classroom:** Classes use Google Classroom on request by their teacher to engage in set learning activities. This may include activities set for learning from home.

**Google Drive:** Staff use the Google Drive platform to store shared resources.

**Google Chats:** Staff use the Google Chats app to communicate internal school matters with one another.

**Health Care Plans:** Are used by the Principal/delegate and parents/caregivers to communicate and record health and medical requirements for students, as advised by health care professionals. This information is shared with staff in the interest of health and safety.

**Personalised Learning Plans:** Are used by staff and parents/caregivers to communicate and record shared learning and wellbeing goals for students.

**Information Meetings:** Are held to share information about events and programs, as required.

**Letters:** Letters may be sent from the school to parents/caregivers regarding attendance, wellbeing, behaviour and/or other concerns. These may be posted or delivered via students. Those wishing to send letters to the school should do so via our post office box (PO Box 48, Merimbula, NSW 2548) as the mailbox on school grounds is not in use.

**Memo Meetings:** These meetings take place weekly (where possible) and support staff in communicating upcoming events and information with one another, in a forum where questions can be asked. Due to time constraints, these meetings are sometimes on a 'read only' or digital basis.

**Newsletters:** Are used to communicate upcoming events and share information about school activities. Newsletters are shared electronically. Newsletters are available on our school website and via the Compass Parent Portal. Newsletters are also distributed via the Compass emails. Newsletters are communicated weekly.

**Newspaper Feature Articles:** These articles are written on occasion to share positive news stories from the school (eg: special days and commemorative events).

**Notes:** Information notes are sent home to parents/caregivers via the Compass Parent Portal to provide detail about special events and activities. They may also be shared on Facebook and via our Website (if provided via another organisation) Parental/Caregiver permission is given electronically via the Compass Parent Portal.

**One Drive:** Staff use the One Drive platform to store shared resources.

**One-on-one Meetings:** Parents/caregivers, and staff, have the opportunity to meet with staff regarding events, activities, concerns and planning matters. These meetings should be booked at a mutual time via the school administration office. These meetings should be booked in lieu of phone calls in excess of 5-10 minutes, to support teachers with limited administration time.

**P&C Meetings:** These meetings are held by the P&C each term (where possible). Dates, times and locations for meetings are determined at the yearly AGM and may be amended as required. P&C Meetings are an opportunity to hear about what is happening with the P&C and at school. P&C decisions are made at these meetings. A representative from the school attends meetings where possible, or provides a report for the meeting. To find out more about the P&C, they can be contacted via email at: [merimbulapublicschool@pandcaffiliate.org.au](mailto:merimbulapublicschool@pandcaffiliate.org.au)

**Parent/Caregiver Information Evenings:** These evenings are held to share specific information regarding school learning programs and/or initiatives. Guest presenters and learning activities may be part of these sessions.

**Parent/Caregiver Conferences:** Parents/caregivers have the opportunity to meet with teaching staff twice each year to take part in a formal opportunity to discuss their child's personal learning and wellbeing needs. This includes discussing current achievements and setting future goals for learning at home and at school. This information may be provided through discussions using online technology in a face to face meeting or via telephone.

**Permission Notes:** These notes are provided electronically via the Compass Parent Portal when written permission from parents/caregivers is required for an activity. Permission notes/information is available on our website.

**Phone Calls:** Phone contact can be made with the school during administration office hours (8.25am to 3.15pm on days when students are at school). Phone appointments and interviews will be arranged for mutually convenient times for the participants, during business hours (8.25am to 3.30pm).

**Presentations:** Presentations are held to share specific information regarding school learning programs and/or initiatives. Guest presenters, students and staff may take part in presentations. These may be in person or online.

**Procedures/Protocol:** Our school has a range of procedure and protocol documents to support Department of Education policy implementation.

**Policies:** Merimbula Public School implements and supports Department of Education policy. In some instances, our school is required to have our own complimentary policy. When schools do not have specific policy, as they are bound Department policy, supporting procedures and/or protocol may be implemented/communicated.

**Reports:** Parents/carers of all students are provided with a formal report on their child's learning twice a year. Schools are required to issue the formal written report to parents/carers in digital or print format. Reports at Merimbula Public School are provided digitally through the Compass Portal. Our reports were available digitally from 2023, via the Compass Parent Portal. The formal report for each student: uses plain English, provides information on a student's learning in each of the Key Learning Areas (KLAs) or subjects, compares the student's achievement in each KLA or subject against state wide syllabus standards, includes a teacher comment for each KLA or subject. Reports identify areas of student strength and areas for further development, have information about the student's attendance at school, provide information about student achievement in relation to school programs that extend or are additional to syllabus requirements, provide information about the student's social development and commitment to learning.

**School Notice Board:** Located at the front of the school grounds, the school noticeboard displays information about student achievements.

**Small Group Meetings:** Are held between staff and/or community members, as required, to plan and evaluate events and activities.

**Staff/Stage/Committee Meetings:** Are held between staff, and where relevant community members (eg: fete committee), as required, to plan and evaluate curriculum, extra-curricular activities, events and other school initiatives.

**Support Plans:** Personalised learning and support plans assist stakeholders to support a wide range of students with additional learning and support needs. Personalised learning and support is underpinned by evidence of four key elements or areas of activity: assessed individual education needs a student, the provision of adjustments or support to meet the students' assessed needs, monitoring and review of the impact of the adjustment or support being provided, and the consultation and collaboration of teachers with parents/caregivers, support staff and other professionals where required. Toileting Plans and/or Showering Plans may accompany Support Plans to support staff in ensuring Support Plan, are complied with/ addressed for identified students.

**Website:** Our website contains information about our school, how we support students and the learning at our school. Communications (newsletters, policy and procedure documents) are located on our website, together with links to Department policy and communications. Our website is to be used to enrol students A photo gallery and calendar is located on our website; Our website also has dedicated Parent/Carer Information Page, providing educational information and support. Merimbula Public School's website is located at: [merimbula-p.schools.nsw.gov.au](http://merimbula-p.schools.nsw.gov.au)

## RESPONSIBILITIES AND DELEGATIONS:

**Principal:** The principal leads the development and review of school communication procedures, as well as, delegates the responsibility of managing different communication modes to staff.

**Staff, Contractors, P&C Executive/Members, Visitors, Parents, Caregivers, Allied Health Professionals, and School Volunteers:** All Merimbula Public School staff and visitors are to implement these communication procedures in accord with the Department's *Code of Conduct, Dignity and Respect in the Workplace Charter, Social Media Policy* and other state and national communication and telecommunication laws.

The Code of Conduct applies to all employees of the Department. This includes: ongoing, temporary and casual employees; employees on secondment to the Department; members of the public service senior executive (PSSE); contractors and agency staff engaged to perform work for, or on behalf of, the Department; volunteers (including but not limited to the P&C and its members); special religious educators; graduate program participants; pre-service teachers; consultants where their engagement requires adherence to the Code.

The Code obliges employees (including volunteers) to be accountable for their professional and personal conduct. There are a range of consequences for breaching the Code depending on the nature and seriousness of a breach.

The Code does not apply to students. Student discipline is addressed in the *Student Discipline in Government Schools Policy*.

The School Community Charter outlines the responsibilities of parents, carers, educators and school staff in NSW public schools. The charter seeks to ensure our learning environments are collaborative, supportive and cohesive.

**Parents, Carers, Educators and School Staff:** All school parents, caregivers, educators and staff are required by the *Department's Code of Conduct* to adhere to the *School Community Charter*. The School Community Charter outlines the responsibilities of parents, carers, educators and school staff in NSW public schools to ensure our learning environments are collaborative, supportive and cohesive, including when communicating with, as, within and to the school.

**P&C Communications:** The Merimbula Public School Parents and Citizen's Association has its own communication modes and procedures, in accord with those underpinning the requirements of the P&C Federation and, as volunteers of the school, are required to comply with the *Department's Code of Conduct, Dignity and Respect in the Workplace Charter, Social Media Policy, School Community Charter* and other state and national communication and telecommunication laws.

## OUTCOMES:

There are a range of consequences for breaching the Code of Conduct, School Community Charter and school/departmental protocol, depending on the nature and seriousness of a breach.

## EVALUATION:

The principal is responsible for monitoring the implementation of this procedures document and reviewing its effectiveness, every three years or as required. *Implemented: August 9, 2021. Updated: March 27, 2024.*