

Merimbula Public School

Excellence ~ Opportunity ~ Success

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 Messenger App: The Class Dojo Messenger app is utilised by the school so that parents/caregivers can send direct messages to their child's home class teacher. Messages should not be of an urgent nature. They should only be used to share general information or ask questions relating to class activities and programs (eg: This communication mode should not be used to share transport changes, attendance matters or wellbeing/health care needs). Class teachers will respond to these messages during business hours within 5 business days (as they may have duties/a full teaching load all day or be absent).

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 They may have points withdrawn for non-compliance.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.

EBS4 Client Manager: This internal system is used by staff to record, and communicate with one another, student wellbeing, attendance, behaviour and health care information.

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. The school email account is monitored by the school executive team and administration manager. Emails should address the intended recipient and reason for communication in the subject matter.

Executive Meetings: Are held by members of the school executive team on a weekly basis or as required (where possible).

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

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.

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.

Individual Education Plans/Personal 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.

Newsletters: Are used to communicate upcoming events and share information about school activities. Newsletters are shared electronically, but may be collected by students from the office should their family not have online access. Newsletters are available on our school website and via School Stream. Newsletters will also be distributed via School Stream provided emails.

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 to provide detail about special events and activities. They may also be shared on Facebook and via School Stream. A PDF version of each note is located on our website under "Communications".

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.

P&C Meetings: These meetings are held by the P&C each month (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

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 once 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 or via telephone.

Permission Notes: These notes are sent home when written permission from parents/caregivers is required for an activity. At times if notes are only required for a family, not for individual students, notes will be sent home to the youngest child in the family. For individual notes, one is sent home with each child. Permission Notes are available on our website.

Phone Calls: Phone contact can be made with the school during administration office hours (8.30am 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 (8.30am 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. The formal written 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. Report comments 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 reminders about special events and/or achievements.

School Server: Our server stores communications and data.

School Stream: School Stream is a mobile app owned by Australian company School Stream, that enables users to receive information about the school. The app can also be used to report daily absences, as an alternative to parents/carers making a phone call. The app contains a calendar, personalised classroom folders and has the function to send emergency alerts to parents/caregivers if required.

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.

RESPONSIBILITIES AND DELEGATIONS:

Staff, Contractors, P&C Executive/Members and School Volunteers: All Merimbula Public School staff 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.

OUTCOMES:

EVALUATION:



For further information please contact:
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