

Communications and Engagement Policy: School to Community

Rationale

At Ormond Primary School we are committed to providing a safe, inclusive and supportive environment which promotes open communication, fairness and positive relationships where all members are respected and valued. We believe that the relationship between home and school is a very important part of ensuring that children are happy, secure and open to learning. As a school community, we are committed to working together to meet the various needs of our school community. Central to achieving this is trust and open, effective communication between all members of the school community.

Purpose

The aim of this policy is to ensure that:

- Effective communication and engagement between Ormond Primary School and the wider school community takes place;
- That the school community have a clear understanding of the different communication channels, their purpose and the frequency by which they are utilised; and
- To review and improve as required, existing communication and engagement channels between the school and its community.

Scope

This policy is concerned with school to community communications and engagement channels only. It does not cover:

- Staff to Staff Communications,
- Teacher to Parent(s) or
- Parent(s) to teacher communication channels.

Context

Current communication channels utilised by Ormond Primary School include:

- COMPASS – is the official communication portal used by the school. It is used by staff to disseminate information and notifications in a timely manner to parents and carers. It is also used to collect payments, and to receive approvals for camps, excursions and policies.
- OPS Newsletter – a fortnightly online publication used by parents and carers to hear regular updates from the School Principal, plus information regarding the calendar, relevant school notices, events and news.
- School Assembly – held on a weekly basis onsite at school. It features announcements by student leaders and staff.
- OPS Website – used by school staff to communicate to existing parents/carers, prospective parents/carers and the wider Ormond community, information about the school, its curriculum, its events, and its policies and procedures.

- 'OPS Parents and Friends Community Kindess' Facebook Group – a Facebook Group set up by OPS Parents and Friends to provide parents/carers with a forum to share information and resources that relate to student life at OPS.
- 'Year Level' Facebook Groups – Year Level specific Facebook Groups enable parents/carers to ask questions to other parents and to disseminate information that relates to student life within that Year Level. Note: Year Level Facebook Groups should be set up with the assistance of OPS Parents and Friends (p.and.f.ormond@gmail.com) to ensure they follow certain guidelines.

Policy

- Ormond Primary School will use a range of channels to communicate and engage effectively with the school community. These, along with the purpose, responsibility and frequency of each are listed in the table 1. - *School to Community Channels for Communication*.
- It is the responsibility of parents and carers to read Compass Alerts and the newsletter to stay abreast of the current happenings at the school.
- It is also the parents and carers responsibility to ensure that their current email and mobile number is up to date so that communication is ongoing and available to use as required.
- The *School to Community Channels* (see table 1. below) will be reviewed annually to reflect and update the current operational communication processes at work in the school.

Table 1. School to Community Channels for Communications			
Communication Channel	Purpose	Action/Responsibility	Frequency
Compass	Information, notification, payment, administration and reporting	Admin staff to coordinate items	As required for events
Newsletter	An online publication of all relevant school notices, events, invitations, and procedures Showcase student learning Student voice	Admin staff to coordinate items Teachers	Newsletter distributed fortnightly in digital form and linked to website.
Website	Information about the school and its programs Policies	The website is kept up to date by admin staff and includes the newsletter	Ongoing updates
Whole School Assembly	Announcements by student leaders, presentations, performances Opportunity for sharing of skills and achievements	Assembly conducted weekly by student Leaders. Students, teachers and parents and carers.	Weekly
Paper-based notices	Camps, excursion and in-school activities, sporting fixtures	Teachers	As and when required
Facebook*	*Refer to the Social Media policy for more policy information relating to Facebook and Social Media Channels.		