

# Spring Gully Primary School NEWSLETTERS & COMMUNITY NOTIFICATIONS

## POLICY

---

### Rationale:

The school newsletter is an essential communication link between the school and the wider community. It is imperative that the newsletter is accurate, informative and contains information that will mutually benefit both school and community members.

Compass will be used by the school as a primary communication tool for engaging with the community. Compass features such as Newsfeed, Chronicle, Events and other modules will be utilised to communicate with parents and carers, relevant to each Compass module feature.

School-wide and teaching Department newsletters are created and distributed on the Navvi website as one publication and is free for parents and carers to access.

### Aims

- To positively promote the school, its activities, and the children.
- To inform the community with up-to-date information.
- To provide opportunities for community groups to promote appropriate activities related to children and education.

### Implementation

#### **School-Wide & Teaching Departments Newsletter**

- The newsletter has several school wide dedicated pages which include Upcoming Events, Birthdays and Awards, Principal Report, Assistant Principal Report, Engagement and Wellbeing, Mental Health and Wellbeing, Camp Australia, Administration and Community Notifications.
- The newsletter also includes a page created by each teaching Department and the Specialist team. Content will include information relating to teaching and learning, administrative or organisational matters and reminders about upcoming events or activities.
- The newsletter will be distributed to families and staff using the Navvi online platform.
- Families will be notified via Compass each fortnight on a Thursday when the newsletter is available.
- The newsletter will be released on the even Term weeks, i.e. Weeks 2, 4, 6, 8 and 10.
- Parents can pick up a hard copy from the school office if they wish. This will only be provided upon request.

- Newsletter publications for the full school year are available as they are released on the school website.
- The newsletter will be published by office administrative staff, with all items for inclusion to be submitted by 3:30pm each fortnight on a Tuesday.
- Community articles that promote activities related to children and/or education will be encouraged.
- The Principal reserves the right to exclude or modify any submitted article, as deemed appropriate.
- Articles that encourage parents to consider enrolling children in other schools will not be included.
- Important notices for parents will be provided in a variety of languages where practicable to do so. For families where English is an Additional Language (EAL), support can be sought through the cluster EAL program if applicable.
- The Principal will ensure that the format, presentation and content of the newsletter is reviewed regularly.

### **Other Notifications**

- If an important notification is required to be shared with the school community during a week that the school newsletter is not due to be released, the Principal or Assistant Principal will use the Newsfeed feature in Compass.
- Administration staff will notify families of award recipients, including Principal and Specialist Awards, using the Chronicle or SMS feature in Compass. This notification will be sent out each Thursday afternoon prior to the awards being presented at Assembly on the following Friday. Award recipients for the fortnight will also be published in the school newsletter.
- Notifications relating to excursions, incursions, sporting activities and camps will be managed through the Events module in Compass. When details relating to the Event are released, families will receive a notification via email. In most cases, permission will be required via the Events module. Payment may also be requested when applicable.
- The Compass SMS feature is used each day when a student is absent and the school does not have an explanation from the family. This SMS is automated, linked to Attendance records in Compass.
- The Principal or Assistant Principal may choose to use the SMS feature to notify parents in certain circumstances.
- When a family informs the school of a medical diagnosis in their family which is potentially contagious to others in the school community, the school will release a notification alerting the community to this risk. Examples include headlice, school sores and chicken pox. The identity of the family or student will not be included in this communication.
- In the event that a student or parent member of the school community is diagnosed with a critical/terminal illness or passes away, the school will provide support to the family by sharing appropriate information and support initiatives with the school community. The Principal will make judgements about the most appropriate role for the school in providing this support on a case-by-case basis.

### **Evaluation:**

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

This policy was last ratified by School Council in....

**March 2025**

