

MOUNT RIVERVIEW PUBLIC SCHOOL

COMMUNICATIONS PROCEDURES



INTRODUCTION

At Mount Riverview Public School we believe that informative, positive and effective communication between the school and our families is fundamental to creating a supportive experience for our students. Communication is provided through different means according to audience and purpose.

AIMS

- to be consistent, clear and open in our communications;
- to have our community feel informed and supported; and
- to have staff meet expectations and follow procedures appropriately.

COMMUNICATION TOOLS

Assemblies

- Assemblies provide an opportunity to celebrate student growth and success, and also to reinforce school PBL values (safe, respectful learner).
- Assemblies also provide an opportunity to convey messages relevant to K-2 and 3-6 classes.
- Infants, Primary and Captains' assemblies are each held twice per term.



Classroom Communication

- Class teachers send home a 'welcome' note to parents in the beginning weeks of Term 1, detailing the ways parents can contact them and any important initial information.
- A 'Meet the Teacher' event is hosted during Term 1 to provide an opportunity to hear from the class teacher about class routines and expectations. This may involve references to behaviour systems, homework practices, sport/library/LAB days.
- Parents are asked to contact the school office to speak with a class teacher about any concerns, questions or requests related to their child's learning or wellbeing at school.
- Class teachers will develop a stage newsletter at the beginning of each term to share information about the learning and special events that students in the stage will be engaged in.

Emails

- Departmental email communication facilities provide a communication platform between school staff and parents or community members for educational and administrative purposes only.

- When emailing, staff will exercise good judgement and follow ethical behaviour as outlined in the department's 'Code of Conduct'.
- Staff should respond to received emails within 2 working days. This may be done via a reply email, by making phone contact or in person.
- Parents/carers are expected to be respectful and constructive in their email communication to staff.
- Any inappropriate or confrontational emails will be referred to the Principal.

Facebook

- Our school Facebook page showcases aspects of our school vision statement, sharing what we value about our school with the wider community.
- The page has been established by the NSW Department of Education's Communication and Engagement team in line with the department's 'Social Media Policy'.
- Executive will be responsible for the publishing of all Facebook posts.
- Only those students with a current permission to publish signed by their parent will be referred to on our Facebook page.

Newsletter (Educom)

- The school newsletter provides information and promotes our school values as a fortnightly communication between the school and families.
- The newsletter includes a calendar of events, the Principal's report, 'Riv Reading' and sharing of school events/celebrations/student achievements. It may also include general whole school news, announcements, community advertisements, reminders, P&C information, and information on department policies as relevant.



Notes

- Our notes for parents/carers provide information about school events and often include a permission slip to be returned to the office or signed online to indicate parent approval of their child's involvement.
- All notes are developed as per the information/permission notes process (see flowchart on page 6).
- All notes are sent home electronically via School Bytes.
- On rare occasions, a paper-based note related to class activities will be sent home by teachers, by Executive if related to school activities, or by P&C if related to school community activities.
- All notes must be approved by the Principal prior to distribution.

P&C Meetings

- These meetings provide an opportunity for the parents to focus on key issues that are relevant to the school community at that point in time, in consultation with the Principal.
- Meetings are held on the second Tuesday of each month, excluding school holidays.
- Meetings are held from 8.00pm either in the school hall or online.
- P&C members are sent an email about all upcoming meetings.

Parent/Teacher Interviews

- These interviews are a formal meeting opportunity to provide parents with information about how their child has engaged with learning, what their learning goals are and how they may be able to support their child in achieving them.
- The interviews are scheduled for the end of Term 1.
- Class teachers will provide a variety of interview date and time options to parents.
- Interview bookings will be managed through an online system.
- Parents can request to meet with their child's class teacher at any time during the year to get information about their learning.

Phone Calls

- School staff will utilise phone calls when relatively quick communication is required.
- Parents wishing to talk with a teacher over the phone need to call the office and a message will be passed onto them.
- Staff will endeavour to respond to phone calls within 1 working day.

School Promotions

- The school utilises local print and online media to promote the values of the school and the achievements of students and staff.
- The school works with 'The School Photographer' to access professional photographs of our students, staff and school grounds for use in promotional materials.



School Website

- Our website provides information about how we address the learning and wellbeing needs of our students.
- It provides easily accessible links to the rules and policies under which we work. It also provides contact details should our parent community need further clarification.
- It provides prospective parents with information about who we are and what we offer.

Sentral

- Sentral provides a cloud-based management platform supporting schools to access, manage, track and report a range of information and data.
- The 'dashboard' provides links for staff to the weekly bulletin, daily notices, scheduled events and term calendars.

- The 'attendance' module is used to record student attendance and to monitor absences and sick bay.
- The 'wellbeing' module is used to track positive and negative behaviour incidents, to record important wellbeing information and for data analysis to guide our Positive Behaviour for Learning practices.

School Bytes

- School Bytes is a communication tool used to provide information to relevant parents via email.
- It provides direct messages to parents about school emergency situations, late bus arrivals or cancelled events.
- Reminders for students and parents are posted on School Bytes.
- The School Bytes Parent App allows parents to get real time push notifications.
- All messages sent via School Bytes must have the prior approval of the Principal.



Staff Meetings

- These meetings address a range of purposes related to professional learning administration, student learning support, school leadership and planning.
- School staff regularly meet based on the following schedule:

Executive – once every fortnight	PBL Team – once per term
Learning Support Team – twice per month	Finance Team – once per month
Whole Staff or Stage Teams – once every week	

Student Reports

- A written report is provided to parents at the end of each semester, detailing their child's learning growth and achievement, focus areas for future learning, level of effort and commitment to learning based on our PBL values.
- Reports will also contain a record of any extra-curricular activities that each student has undertaken at school and as a school representative.
- Reports will also indicate a student's attendance, showing both full day and partial day absences for that semester.
- Reports are written by teachers and reviewed by the Principal to ensure they follow policy guidelines, prior to publishing and printing.

Transition Programs

- Transition to school programs are conducted for students entering into Kindergarten to facilitate a positive start to school for students and their families. The program is strengthened by working closely with our neighbouring prior to school services and families.
- Transition to high school programs are conducted for students entering into Year 7 to facilitate the sharing of information and the establishment of effective routines and support systems for students. The program is strengthened by working closely with our local public high school (Blaxland HS).

Information/Permission Note Procedure

Teacher or event coordinator must collate information (venue, staffing, transport and cost details) and seek approval from the Principal.

Teacher or event coordinator prepares the note with necessary dates, times and explanation of activity. Notes are dated for day of distribution.

Note is emailed to the Admin Manager for proof reading and inclusion of any required payment information.

Admin Manager will print a copy of the note and give it to Principal for checking and approval.

No changes

Changes required

Teacher/event coordinator and Principal to sign note if necessary.

Changes made by teacher/event coordinator then returned to Admin Manager for reprint.

- Admin Manager will:
- distribute note via Skoolbag
 - store a copy of note in Faculty drive on server
 - generate group activity reports prior to the event

Teacher/event coordinator to organise with Admin Manager for a reminder message via Skoolbag at least one week prior to the event.

The deadline for sending home a note for an event is at least four weeks prior.