

Communication Policy

Effective communication is essential to providing students, staff, parents, and the community with the necessary information to make appropriate decisions.

Echunga Primary School is committed to using communication processes and techniques that aim to build a positive learning environment for students, staff, and parents in order to inspire and educate all students to succeed in their endeavours.

Echunga Primary School and its staff organise appropriate timely and efficient processes for effective communication for a variety of purposes including:

- Classroom expectations and routines
- Events
- Programs
- Student progress reports/updates
- Transitioning of new students
- School policies

Methods of Communication include.

- Email dl.0123.info@schools.sa.edu.au
- Telephone 08 8388 8306
- School Website <https://echungaps.sa.edu.au>
- Face-to-Face Meetings
- Seesaw – classroom use only
- Social Media - Facebook
- Newsletters
- Parent information sessions
- EdSmart – for excursions and all whole site communication

Whole school strategies include.

- Learning and classroom activities are regularly shared by the teacher and students on Seesaw.
- Whole School newsletters 3 times a term, sent via EdSmart to each family and available on school website.
- Notes and flyers for a range of purposes including special days and events shared via EdSmart, community notice board, Newsletters, and/or Facebook.
- School website: includes Site Learning Plan (SLP), policies, Annual Report, newsletters.
- Assemblies are held approx. 3 times per term, 2 whole school assemblies for information sharing and 1 Preschool/Junior Primary and Primary for learning sharing (rotating days to allow for Preschool classes to attend, will be announced with notice). Awards are presented based on Dispositions and School Values at whole school assemblies.
- Facebook can offer information for parents and wider community.
- Acquaintance Night held at the beginning of term 1. These meetings communicate expectations and curriculum information.
- 3-way interviews: interview between student, parent and teacher is held at the end of Term 1. Teachers are available for parent/teacher interviews upon request throughout the year.
- Open classroom event offered in Term 3.
- Regular meetings are held with parents for students with One Plans (documentation for learners who need individual support and interventions)

- Parent workshops are held and offered as needed.

Communication is professional at all times.

When communicating with parents, staff members:

- Approach discussion in an open, courteous and respectful manner.
- Listen attentively to the concerns of the parents, seeking clarification where necessary.
- Present their own or the school's point of view in professional and objective terms.
- Seek support from leadership or colleagues if needed.

School staff give priority to meeting promptly with parents to discuss issues.

While some matters may be addressed immediately, it is desirable to arrange meetings to address issues at a time and place that is mutually convenient and is conducive to a positive outcome.

- Unless unusual circumstances apply, staff arrange interviews with parents in a timely manner.
- For non-urgent matters school staff will respond to parent communication within 3 working days during school term time.
- School staff are not required to reply to communication sent at night, on weekends or holidays and ordinarily will not be checking for communication during those hours.

We would encourage parents to phone the school directly (8388 8306) regarding urgent matters, to avoid a delay in communication.

All written communication from the school is professional and timely.

- We aim to provide at least two weeks' notice in writing for school events that may affect parents or require them to send money and/or permission.
- All written communication is edited to ensure clarity and correct information, and a copy of all notes are provided to the school office.
- Major incidents that occur either in the classroom and/or the playground are recorded in Department for Education systems.
- Playground incidents/injuries are recorded by staff. Those issues requiring follow up are identified.

Echunga Primary School has a process for dealing with issues expressed by parents.

There may be times, despite ongoing communication, where members of the school community are unsure, disagree or believe there is a problem or issue concerning their child. Parents should not wait for a small issue to grow into a large one:

- If the matter involves your child or is an issue of everyday class operation, parents need to make an appointment to see their classroom teacher, detailing the reasons for the appointment. The classroom teacher should be the first point of contact.
- If the matter involves operations beyond the classroom or concerns that are not easily resolved, an appointment should be made with a school leader.

School staff are expected to check their emails daily, on workdays.