

Communication Policy

RATIONALE

SPCC DALE & SPCC DALE Young Parents staff believe that the gathering and dissemination of information regarding its priorities and operation will increase the awareness, trust, understanding and support of education in the School and broader community.

It is through good communication that SPCC DALE & SPCC DALE Young Parents can ensure students, staff, parents and others maximise learning and community benefits of any association with SPCC DALE & SPCC DALE Young Parents. SPCC DALE & SPCC DALE Young Parents welcomes and encourages discussions with parents, teachers and other interested individuals or organisations in regards to how the Program is functioning and future directions.

SPCC DALE & SPCC DALE Young Parents will promote an effective two-way communication system between itself and its various people/groups both internally and externally which encourages:

- Student learning
- Recognition and reporting of student achievement and success
- Accurate, timely information about budget, policies, programs procedures, achievements, decisions and critical issues
- Understanding of decisions and actions
- Elimination of rumours and misinformation
- Programs and practices designed to provide an open climate which will elicit ideas, suggestions and reactions from the community and employees alike
- An effective working relationship with the news media

An organisational environment will be established whereby all staff members are aware that they share the responsibility for communication of Unit and SPCC DALE/ SPCC DALE Young Parents policies, programs and activities to parents, members of the educational staff, agencies and other communities.

As well as acknowledging the value of communication, this policy also outlines the particular methods used across SPCC DALE & SPCC DALE Young Parents:

NEWSLETTER

Although primarily directed to parents and students, staff need to be fully aware of its contents. Any items to go into the newsletter should be firstly approved by the Head of Campus.

LETTERS HOME

At times letters will be sent home. No letter should be sent home without approval of the Head of Campus.

SPECIAL EVENTS

Communications to parents will seek to inform (with adequate advanced notice) as well as involve parents in school events and make them aware of the full range of opportunities available to pupils. The school will attempt to inform governors of any activities where their involvement might be appropriate.

PARENT/TEACHER INTERVIEWS

These should be encouraged at all times. Staff should be open, courteous and positive in all their discourse with parents.

STAFF MEETINGS

All staff are required to attend. These meetings are very important for discussion of issues and events concerning SPCC DALE & SPCC DALE Young Parents.

INTERNAL COMMUNICATION

Microsoft Outlook is the main form of communication throughout SPCC DALE/ SPCC DALE Young Parents. Teachers need to access this daily for information. An email account will be set up for you automatically.

Staff pigeon holes are located in the administration areas of each school.

EXTERNAL COMMUNICATION

All staff have access to external email through Microsoft Outlook. Your address would be as follows: your name – e.g. Fred.Bloggs@spcc.nsw.edu.au

PRINCIPAL

The Principal should be approached with any concerns. Open and regular, one to one communication is encouraged.