

Communication Policy

I. Aims

- A.** To encourage and facilitate clear, honest and respectful communication throughout the school.
- B.** To encourage communication for all purposes including distribution of information, conflict resolution and behaviour management, sharing ideas and work, building relationships and facilitating change.
- C.** To encourage early communication.
- D.** To be clear about different methods of communication within the school.

II. Remarks

- A.** At Kerry Street, much communication is verbal. This has come about because of the nature of our community, being small, personal and informal. We wish to honour this method of communicating and acknowledge its benefits. For example, talking with people is immediate, efficient, warm, accurate, synergistic, relationship building, personal and interactive. Over the past two years we have been writing down, or formalising, some procedures and policies that have been understood in the past but not clearly stated in writing. There are benefits to this, including clarity and accessibility for all community members, accountability to outside agencies, and refining systems so they work more effectively. However, it is important to find a balance so we are not creating unnecessary work or making it harder to be flexible or create change. Verbal communication will always be an important part of the culture of the school.

III. Methods of communication within the school

- A.** Verbal; an enormous range of verbal communication occurs within the school, between all members of the community and for many purposes.
- B.** Newsletter; Kerry Street News is produced weekly and distributed in pigeonholes or by email to parents and teachers. It contains information about the day to day activities of the school, invites families to be involved in the school and may contain community announcements and students' work.
- C.** Meetings and meeting minutes; we have council meetings, staff and teacher meetings, whole school and special whole school meetings, and kids' meetings where minutes are kept. All minutes are accessible to the whole school community except teacher meeting minutes. There are also a variety of other formal and informal meetings, for example, meetings to facilitate conflict resolution or to give feedback to parents on student progress.

- D.** Pigeonholes; everyone at the school has a pigeonhole for the distribution of newsletters and other information. Everyone is welcome to distribute information through the pigeonholes if they think it will be of interest to the parents of the school. It is preferable if the sender and the recipient are clearly identifiable.
- E.** Noticeboard; the noticeboard is used to display items that may be of interest to members of the school community and everyone is welcome to put information on the noticeboard.
- F.** Posters; posters are usually used to remind parents of coming events. The space on the front glass door is reserved for school notices, such as busy bees, excursions and meetings. **G.** Portfolios, reports and teacher/parent meetings (see Reporting to Parents Policy).
- H.** Governance documents; these include the constitution, aims and philosophy, policies and procedures, governance structure, parent handbook and job descriptions. All members of the community are encouraged to read them and be involved in their development and ongoing review and they are designed to help people know what to do in a given situation, understand the philosophy of the school, facilitate the smooth running of the school, and make it easier for people to confidently contribute.
- I.** Student records; these include enrolment records, student outcomes and health information. Some of these records are confidential.
- J.** Other records; these include the communications book in the office, other noticeboards, office whiteboard, order file, etc.

IV. Responsibilities, communication related to:

A. Coordinator

1. All communication and documentation related to the administration of the school
2. Students records related to administration, eg, health, enrolment, contacts
3. Informing families of coming events at school
4. Newsletter
5. Directing inquiries to the appropriate person
6. All records related to education
7. Incident reports
8. Teacher meeting minutes
9. Facilitating conflict resolution processes

B. Council

1. Governance documents
2. Minutes of council and whole school meetings

C. Teachers

1. Programming and Student records
2. Reporting to parents
3. Working with other members of staff

v. Related Kerry Street Documentation

- A. Policies including Reporting to Parents, Records
- B. Governance Structure
- C. Constitution
- D. Aims and Philosophy
- E. Kerry Street Agreements

vi. Authorisation and Review

- A. This policy was authorised by the Kerry Street Council on 14/3/05
- B. Policy reviewed by meeting of staff and council on 13/1/06
- C. This policy was reviewed September 2012
- D. To be reviewed 2017

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