



**Marmion Primary School**  
Cliverton Court, MARMION, WA 6020  
Phone 9246 3422 Facsimile 9246 4006  
E-mail [marmion.ps@det.wa.edu.au](mailto:marmion.ps@det.wa.edu.au)

## **Communications Policy**

### **Rationale**

We are committed to providing a safe, inclusive and supportive environment which promotes open communication, fairness and positive relationships where all members are respected and valued. We believe that the relationship between home and school is a very important partnership in ensuring a child's wellbeing and academic achievement. Central to achieving this is trust and effective communication. It is essential that Marmion Primary School communicates information in a timely manner to all stakeholders in accordance with established protocols, to protect the rights of individuals, to uphold our duty of care to students and to comply with Departmental and legal requirements.

### **Purpose**

To ensure that all students and members of the Marmion Primary School community understand:

- The methods of communication used and the purpose
- Our commitment to providing a means to connect and communicate with the Marmion Primary School community, in order to provide up to date information about current and upcoming events, share stories, news and achievements with our school community and to engage with community members, prospective parents and other stakeholders.
- Our guiding principles as to how members of the Marmion Community are to conduct themselves when engaging with Marmion Primary School communication platforms
- The responsibilities in utilising communication platforms
- Our school's policies and procedures for responding to inappropriate behaviour on communication platforms

This policy applies to all individuals who are directly affiliated Marmion Primary School:

This includes:

- All school staff members
- All students
- School Board
- Consultants
- Contractors
- Pre-service Students, Visiting Teachers, CRT's
- Volunteers

### **Guidelines**

It is important that all communication by all parties is respectful and courteous.

It is the parent's/guardian's responsibility to ensure that their current email is up to date so that communication is ongoing and available to use as required.

**The main source of school community information:**

### **Newsletters**

The fortnightly electronic newsletter acts as an integral tool for communicating the school events and procedures to the school community. Newsletters are published on odd weeks.

## **Connect**

Connect is the online hub for all parents/carer communication for all public schools. Marmion Primary will have 2 channels for parent/carer communication –

1. Parent community space – “Marmion Primary School Parent Community”
2. Teachers and classes – “LA\_\_\_ Year \_\_\_”

The Parent Community space is for whole school information including Newsletters, notifications reminders etc.

The ‘Teachers and Classes’ space is for class communication. It is an expectation that at the beginning of each term an outline of what learning will be occurring during the term will be posted to encourage parents to support their child/children at home. Any reminders or events will also be posted in this space.

## **Webpage**

The website is a promotional tool used to connect families and prospective families to Marmion Primary School. Therefore, the information on the website is more static in nature. It includes policy information, general school day occurrences as well as the Business Plan.

## **Parent Representatives**

Parent representatives assist the classroom teacher with the dissemination of information. It is their responsibility to ensure all parents are aware of notices that have been sent from the class teacher/s.

## **Telephone**

Useful for queries, urgent messages that need to be relayed to students and teachers.

## **Assemblies**

These are scheduled at the commencement of the year. All assembly dates can be found on the school calendar in the Newsletter.

## **Learning journeys**

Learning journeys are implemented in term 2 each year.

## **Parent/carers surveys**

Parent/carer surveys will be carried out through the following –

- NSOS
- Learning Journeys
- Parent Workshops

## **Class information sessions**

These are implemented in term one and give parents/carers a general overview of how their child’s classroom will be run as well as allowing any questions parents/carers may have.

## **Student formal reports**

Sent home via Connect in term 2 and 4

## **Classroom teacher meetings**

These will be accommodated by all teachers by appointment at any stage of the year.

## **Notifications**

Parents/carers contacted on any serious issue or injury

What must be communicated to the school office –

- Changes in family circumstances.

- Medical issues that change or arise.
- If your child has a communicable disease (head lice, chicken pox, etc.).
- When your child is home sick or any planned absences.
- Any issues relating to custody or access.
- Change of address or contact details

### **What parents cannot expect**

- school staff returning calls after work hours (i.e. after 4:00pm) or during school vacation periods.
- Emails to be answered after work hours or during school vacation periods.
- Access to teacher's private phone numbers or email addresses.
- Academic discussion with teachers about your child during class learning time; i.e. after 8:45am and before 3:00pm, unless an interview has been prearranged.
- Daily or weekly updates regarding their child's ongoing progress at school.

### **Media permissions**

Media permissions (relating to the use of children's images, schoolwork and first names) will be gained on enrolment (and updated when required). By signing student media permissions forms, parents grant permission for their child/ren's work, image and first name to be used on social media. WPS is not required to gain additional permission for this use, or each time your child's work, image is featured on social media. Names of adults in posts and the first name of children may be used to acknowledge someone's great work or contribution