

## Rationale

Good communication is central to our community being informed about all that happens in and about our school. The many different forms of communication used in today's schools and society encourages everyone to become fully informed.

## Goals

At Armadale PS we understand that good communication is a two way process and needs to be regular, relevant and timely so all concerned staff, students and parents acquire details as required. We recognise and expect that everyone will, in any form of communication, adhere to respectful and polite behaviours at all times. Better communication will result in improved time use of staff and improved morale.

## Implementation

Armadale PS will meet its commitment to engaging in successful communication through providing open and transparent information about all our programs and procedures. These protocols outline the communication responsibilities for staff, students and parents to support everyone to become fully informed and to strengthen the home / school partnership.

### Staff will:

- ◇ Ensure parents are informed of school events via one or more of the following methods: email, school website, tiqbiz, newsletter, bulletins, classroom noticeboard or class representatives
- ◇ Respond to emails within 48 hours (school days)
- ◇ Contact parents if they have concerns for the student's welfare either by email or a phone call
- ◇ Distribute notices and information to parents or upload information to the website at least 2 weeks before a notice is required to be returned signed
- ◇ Ensure staff are informed about agenda items from meetings attended as their team representative
- ◇ Ensure notices are sent to the office so office staff know what is happening in the school
- ◇ Clearly communicate expectations to parent helpers

### Parents / Guardians will:

- ◇ Check the website regularly (1-2 times a week) as well as every Thursday to read the newsletter
- ◇ Register with the tiqbiz app and subscribe to receive relevant notifications for their child/children
- ◇ Ensure current contact details are provided to the school office
- ◇ Support their child/children to establish routines around daily procedures for their communication between home and school
- ◇ Sign in to the office when they visit in line with our Emergency Management policy
- ◇ Become familiar with the school's policies and procedures via the school website
- ◇ Contact their child's classroom teacher if they have concerns for their child's welfare either by email or a phone call
- ◇ Inform the school of the reason for their child's absence via email or the website absence form
- ◇ Follow the Parent Helper guidelines

### Students will:

- ◇ Speak with teachers if they are experiencing problems at home or school
- ◇ Hand or give notices promptly to either their parent or teacher
- ◇ Speak to a yard duty teacher if they are experiencing difficulties in the yard or they witness somebody having problems or notice damage in the yard