

## ***Buddina State School-Communication***

Buddina State School is committed to creating a culture of effective communication between the school, parents, students and the community. We believe that both social, behavioural and academic outcomes for students are enhanced when there are positive relationships between the home and school. It is the schools responsibility to promote and facilitate these positive relationships through the use of timely and effective co communication. We aim to ensure that parents are well informed of their child’s achievements at school as well as school based programs, policies, procedures and events.

***Buddina State School communicates with its stakeholders using the following:***

| <b>Communication Tool</b>                   | <b>Frequency</b> | <b>Purpose</b>   |
|---|------------------|--|
| School Newsletter (SchoolZine)              | Fortnightly      | Celebrate school events<br>Information regarding current and future events<br>Classroom and specialist teacher spotlight<br>P&C communication                |
| Email (Administration)                      | Needs based      | School information relating to events, finance, policies, student procedures,  |
| Principal Email (Parent Update)             | Monthly          | Communicate key information for school management  |
| Email (Classroom Teacher)                   | Needs based      | Formal communication regarding school events and excursions,<br>Specific student management including login/password information                             |
| Parent SMS Service                          | Needs based      | Emergency information requiring action by the parent   |
| Buddina State School Facebook page          | Weekly           | Informal communication Student celebration of learning and events<br>Parent reminders of upcoming events (to also be conveyed via email)                     |
| Buddina State School Website                | Per term         | Important dates<br>School information and documentation<br>Curriculum information<br>Enrolment information<br>Extracurricular information<br>P&C information |
| Buddina State School Electronic Noticeboard | Fortnightly      | Upcoming key events<br>Community announcements<br>Key school initiatives   |
| OneNote/Class Notebook (3-6)                | Weekly           | Distribute classroom homework  |
| Seesaw (P-2)                                | Weekly           | Distribute classroom homework<br>Portfolio of student work and celebrations  |



*When communicating parents and teachers will be expected to:*

- approach discourse in an open, courteous and respectful manner
- listen actively to the concerns, seeking clarification when necessary to better understand the other's point of view and desired outcomes
- present their own or the school's point of view in professional and objective terms;
- seek support from the school's leadership team (Principal / Deputy Principal) if needed
- defer meetings to a later time if productive discussion and resolution cannot be achieved for any reason

*When a parent wishes to contact a member of staff to discuss matters relating to their child, the procedure is to contact the teacher involved, giving a brief outline of the issue. Contact should be made using one of the following approaches:*

- Contact the school, either by phone or coming to the office personally, and ask a school administration officer to arrange for the teacher to contact you to arrange a suitable meeting time.
- Contact the appropriate teacher in writing or via email, asking them to organise a suitable meeting time.
- Speak briefly with the appropriate teacher, either before or after school hours (not at a time when they are teaching), and ask them to arrange a suitable meeting time.

Resolving matters of concern are best achieved through face-to-face contact with the appropriate person. Emails and letters should be brief, alerting the person to the issue; they should not be used as a forum for in-depth discussion.

All emails for teachers should be sent to the relevant staff member's school email address. Please be aware that teachers receive many email messages, and will be teaching and have many other responsibilities during their day. They may not be able to respond immediately to your email, however, will respond within 2 days. It would be best to ring the School Office for matters requiring a more urgent responses.

Parents should not approach the children of other families or their parents with a school related or non-school related issue on the school grounds. Such matters must be addressed to the Principal or Assistant Principal and not discussed with other persons.

All formal written communication is reviewed by a member of the school's leadership team before being sent home. A copy of this communication will be kept on file in the School Office.

*Our Beliefs*

We recognise that effective communication between schools, parents, students and the community forms the foundation for developing and maintaining partnerships. We believe that having a significant impact on student outcomes, communication needs to be focused on student learning and wellbeing. It must also be a genuine exchange of information and ideas between the student, the school, the home and the community.

At Buddina State School, we have a responsibility to help parents understand the 'language of learning' including the terms used by teachers in the classroom with students to communicate learning goals and expectations. This will assist parents to discuss learning with their child at home and to effectively communicate with teachers using a common language.

