

	<p>Carlton Gardens Primary School</p> <p><b>COMMUNITY COMMUNICATION POLICY</b></p>	<p><b>Authorisation</b> July 2020 <b>Review</b> 2023</p>
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### **Purpose:**

CGPS recognises the importance of transparent, positive and effective communication within the school community. This policy sets out to promote and facilitate such communication goals.

### **Scope:**

This policy applies to all:

- School staff
- Parents, carers, guardians

### **Policy:**

#### School Guidelines, Policies and Operations:

1. The School Strategic Plan and sets of School Policies will be available upon request from the school office and via the school website: [www.carltongardens.vic.edu.au/](http://www.carltongardens.vic.edu.au/)
2. The Compass, the school website and the office will provide various permission forms (absences, lateness, school excursions, etc.) and other documents relevant to school operations (enrolment, etc.).
3. Parent Information documents will be made available through the website and Compass. Please query the office for more information on Compass.

#### Student and Classroom Matters:

1. An Information Night for various grade groupings would be held in February each year to allow teaching teams to outline their programming for the year, address curriculum areas and organisation of classrooms.
2. Grade-level newsletters would be published at least once per term during terms 2, 3 and 4. Other items would be published via the school newsletter or Seesaw.
3. Reporting of student progress would be by written reports and parent-teacher interviews. The parent-teacher interviews would be held in term 2, while the written reports would be issued at the ends of the first and second semesters, with provisions for interviews if required.
4. Parents may make appointments to see class teachers at any stage throughout the year.
5. Whole-school matters should be directed to the principal.
6. Parent representatives to the School Council can also provide a means of raising matters relevant to the school. Parents can also make direct representation to the School Council in writing.
7. CGPS staff can be contacted for non-urgent matters via the school's email.

#### Resolution of Problems and Other Concerns:

1. When parents have classroom concerns, they should firstly discuss these with relevant teachers.
2. If necessary, parents and/or teachers should follow up discussions with PLC Leaders, and then with one of the members of the leadership team.
3. School Council would only act on problems if the Council is satisfied that the problem-resolution procedure has been followed and yet the problem remains unresolved.

#### Whole-School communication:

1. The CGPS newsletter is distributed fortnightly via electronic means (the website, Compass & email). As a minimum, the newsletter will contain important dates from the school planner, a report from the principal, a list of notices distributed during the fortnight, news from various community members, etc. Hard copies of the newsletters will be made available at the school office.
2. School assemblies take place every Friday afternoon. Parents are encouraged to attend these assemblies, where students will present various reports and student awards would be presented.
3. Any individual or group wishing to contribute to the school newsletter can do so by contacting the office.

#### Communicating school-planning and decision-making processes:

1. The school community is invited to attend School Council meetings.
2. School Council will issue a summary of School Council meeting minutes via the newsletter following each meeting. Subcommittees of the School Council, will also communicate via the newsletter and other bulletins regarding various matters such as fund-raising activities, improvements to school grounds, etc.
3. Parents and other members of the school community are invited to share their views on school performance and school policies with members of the School Council.

#### **Further Information and Resources:**

#### **Review Cycle and Evaluation**

This policy will be reviewed as part of the school's three year review cycle.