

COMMUNICATION POLICY

1. Rationale:

- 1.1 It is essential that staff members of the school communicate information in agreeance with established protocols so as to preserve the professionalism of the school, to protect the rights of individuals, to uphold our duty of care to students, and to comply with departmental and legal requirements.

2. Aims:

- 2.1 To ensure that the communication of information is carried out correctly and in a manner that complies with school, departmental and legal requirements and supports a professional and ethical ethos.

3. Implementation:

- 3.1 Our school has a policy of open and cooperative communication. This practice however recognises that staff members have legal, departmental, local, professional and social obligations with regards to the communication of information.
- 3.2 Action may be taken by individuals, the department or organisations against staff members or members of the community who choose to communicate information improperly.
- 3.3 We will provide two written reports for students each year, two parent-teacher interviews per year, additional interviews upon agreement, and an annual report for the community.
- 3.4 Department of Education and Early Childhood Development employees are free to make public comment on issues relating to education, but in doing so, must be wary not to make comments that can be construed as negative criticism of the school, school community, staff or community members.
- 3.5 As a matter of professional courtesy, staff will communicate with the Principal before making public comment or formal statements on educational issues that reflects on the organisation or program of the school or place of work. The Principal and School Council President will ensure that each other is informed.
- 3.6 The school will only collect consensual information that it requires about individuals, and will only communicate and disclose information for the purposes for which it was collected.
- 3.7 Any person seeking information from the school that falls outside the school's previous practices must be directed to the principal who may require that a formal written Freedom of Information request be made. The principal will inform School Council of any such requests.
- 3.8 Requests from Department of Human Services personnel regarding students or families will be complied with at all times.
- 3.9 Staff will comply with court subpoenas to provide information at all times.
- 3.10 The principal will comply with the Police Department requests.
- 3.11 Permission must be sought from the appropriate person for files or other items. At no time may a staff member or community member go through a teacher's table, filing cabinet or

papers of any kind without first seeking permission. Everybody's right to privacy must be observed.

3.12 The Kingston Heath Primary School Strategic Plan shall be used as a resource for the stated agreement relating to the Codes of Conduct for the Principal Class, Staff, Students and Community.

4. Evaluation:

4.1 This policy will be reviewed as part of the school's three-year review cycle or earlier as required. Ratified by School Council May 26th 2014.