



Mernda Primary School 0488

COMMUNICATIONS POLICY

RATIONALE

Communication is vital in order to best serve the Mernda Primary community. We need to ensure consistency and effectiveness and keep all stakeholders informed of our long term strategies and make improvements when necessary. It is also important to inform the community of our school identity, culture and magnificent school facilities.

AIMS

1. To provide avenues for effective communication.
2. To develop strong links with students, staff, parents and the wider community.
3. To inform the community regarding our schools programs, facilities and expectations.
4. To give all stakeholders the opportunity to have input into developing effective policies and processes that lead to children having success with their education.

IMPLEMENTATION

1. All new parents will receive an information pack on enrolling their children.
2. Brochures will be available with up to date information relating to our school.
3. Newsletters are published weekly on the website and distributed on request in hard copy form.
4. Promotional material is distributed to the local community.
5. Policies and processes are updated on a three year cycle and ratified by School Council.
6. The Transition Pathways and Publicity team organise open nights to inform the community of our programs and facilities twice yearly.
7. Regularly write columns for the local newspaper.
8. Give parents the opportunity to participate in school activities as School Council members, Become involved in fund raising through the Parents Association or become parent helpers.
9. Inform and give parents the opportunity to discuss their children's progress e.g. Parent teacher meetings twice yearly or by appointment with the teacher.
10. Community use of the school facilities is encouraged.
11. The Mernda community are given the opportunities to provide input and feedback e.g. surveys, communication boxes and by visiting the school.
12. Give prospective parents the opportunity to have a tour of our facilities in order to make an informed decision regarding the enrolment of their child/ren at our school.

EVALUATION

Evaluation will include:

- Consulting at staff and School Council meetings re-policies, processes and procedures
- Continually updating and ratifying school policies and procedures every three years
- Ensuring consistent use of uniform documentation e.g. agendas and minutes of meetings
- Measuring the increase in participation in community events
- Ensuring that DEECD required surveys are implemented and used for future planning ('Staff, Parent and Attitudes to school' surveys.)

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| This policy was last ratified by School Council on | 15/06/2014 |
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