

HOME-SCHOOL COMMUNICATION POLICY

RATIONALE

Ripponlea Primary School (RPS) recognises that clear communication underpins strong home – school partnerships. The school aims to develop clear, two-way communication that fosters a strong community network and supports student learning. This policy provides information to parents in order to:

- Outline the ways in which information will be communicated by the school to the community; and
- Suggest the most suitable avenues for parents/carers to communicate with the school.

IMPLEMENTATION

- At the beginning of every school year, parents new to RPS will be made aware of the Home-School Communication Policy.
- The Home-School Communication Policy will be uploaded to, and available on, the school website.

Specific forms of communication:

School Policies

1. The process of considering school policies is managed by the principal alongside the governance committee.
2. New policies will be added and modified to reflect the growth and evolution of the new school and new programs.
3. When developing a new policy, the principal will consult with appropriate personnel in order to draft the initial policy statement. The draft policy may be circulated for comment to the appropriate committee/s, to staff members, to parents, to students before ratification by School Council.
4. Changes as a result of policy developments and / or reviews will be widely advised to students, staff and parents.
5. All school policies, once ratified by School Council, will be uploaded to the school website <http://www.ripponleaps.vic.edu.au> and will be reviewed on a three-year cycle unless otherwise determined by DET.
6. Any concerns relating to the structure of the school should be directed to the principal or School Council president.

General School Information

7. A fortnightly school newsletter will be uploaded to the school website. Families can receive notification via email subscription.
8. Through ‘Compass’ the school is able to keep the community up to date on what is happening and events that are coming up (and any changes that may occur). It is used for specific cohorts of parents (i.e. only parents in a particular class) or for the whole school community. Communication is instant and one way – it is not a form of ‘social media’.
9. Blogs and other digital portfolio tools (such as Seesaw) are updated to showcase student activities and progress. Parents/carers are urged to read these regularly.

10. At the commencement of each school year, a communication matrix will be made available to families. This contains key contact details across all relevant areas of the school.

Annual Report

11. All families will be able to access the school's Annual Report, via the school website.

Student Achievement

12. All families will be provided with mid-year and end-of-year written report for each individual child. These will be available to read on Compass under each child's profile.

13. Families will have the opportunity to attend a conference, at which their child/children's progress and future learning goals will be discussed.

14. Teachers will be available for formal meetings, as required. Please note that bookings should be made with staff to ensure confidentiality and an allocation of uninterrupted time.

15. Parents of students in grade three and five will receive a copy of the National Assessment Program Literacy and Numeracy (NAPLAN) sent home in a sealed envelope.

Students with Additional Learning Needs

16. In addition to the above information, parents/carers of students receiving funding through the Program for Students with a Disability program will be invited to attend one formal Student Support Group meeting, usually per term, to discuss their child's Individual Learning Plan.

Emergency Management

17. Evacuation Plans will be updated annually and displayed in all classrooms, all administering office/s, the staffroom and the Barrbunin. Evacuation drills will be held each term.

Student Attendance

18. Attendance rolls will be marked twice per day. Parents are encouraged to lodge their child's absence through Compass. Frequent, as well as unexplained, absences will be followed up by the classroom teacher.

RELATED POLICIES

Attendance Policy

Ratified by School Council: May 2019

Next review date: May 2023

Our vision is for the children of Ripponlea to be global and creative thinkers who are empowered with the skills and empathy to engage with an ever-changing world. They *care*, they *create*, they *connect*.

