

# **ST EUPHEMIA COLLEGE**

**K-12**



## **COMMUNICATION PROCEDURES**

**2014**

## **Communication Policy - Procedures**

Effective communication encompasses the exchange of ideas, where people feel they have been heard and their opinions valued and where information is clear and accurate.

All communication needs to be timely, relevant, accurate, well targeted, well delivered, clear and concise, open, honest and frank, reciprocal and interactive.

Communication in the School community occurs between staff, parents, caregivers, students and the wider community.

### ***COMMUNICATIONS BETWEEN STAFF***

#### **Meetings**

There is an integrated program of meetings to facilitate involvement of staff both formally and informally. All formal meetings are structured, with minutes taken and members invited to contribute to the agenda. Meetings provide structured opportunities for staff to engage in teamwork and a forum to discuss priorities, activities and future plans.

#### **Email**

Information and notification of initiatives are communicated through the use of email where appropriate. Email via the School exchange application is a quick, effective way of communicating information particularly in regards to daily routines eg Daily News and Announcements folders. Registered paperwork can easily be downloaded from the 'Proform Public Folder' (High School) and 'Primary Administration Folder' (Primary School) which is accessible to all teaching staff using his/her School domain account.

It is noteworthy to state that although email is an effective use of communication, it is not to be used to avoid face to face contact.

#### **Written Communications**

These are placed in pigeon holes which staff check on a daily basis. Phone messages taken by the Office staff will also be placed in pigeon holes except in cases of an emergency. Staff memos can be distributed as a hard copy as required.

#### **Telephone Calls**

Staff have access to a telephone with voice mail service. Messages should be checked at least once a day.

#### **Notice Boards**

Staff notice boards are located in all staffrooms and contain important information such as rosters, meeting schedules, faculty details and dates of work due.

#### **Executive Meetings**

The purpose of these is to ensure whole school cohesion, planning and management. The Principal/Director of Primary and School Executives raise issues, share information and plan on a whole School level.

## **COMMUNICATIONS WITH PARENTS AND CAREGIVERS**

Good communication between the School and the home is essential and students achieve more when the School and parents or caregivers work together.

### **Letters**

Staff will endeavour to respond to letters received by parents or caregivers as quickly as possible. A staff member receiving a letter of complaint should follow the procedures set out in the Complaints Handling Policy. Copies of all correspondence with parents or caregivers will be placed in the student's files.

### **Letters to Parents or Caregivers**

Letters are often sent home with students. These letters relate to procedures, excursions, important events, Church attendance, disciplinary issues and welfare issues.

### **Email**

Parents or caregivers are increasingly using email as a method of communicating with staff. Staff will respond as soon as possible. A hard copy of any email sent to a parent or caregiver or received from a parent or caregiver should be placed in the student's file.

### **Telephone calls**

In the Primary School, the Secretary will forward any phone messages to the relevant teachers, who will in turn endeavour to return the call within 24 hours.

In the High School, staff will check their phone messages each day and endeavour to respond to parents/caregivers' phone messages within 24 hours. Teachers are also required to check their pigeon holes for any messages.

### **Electronic Signboards**

Electronic signboards are installed on the East Terrace and Stacey Street sides of the School. Relevant and up to date information is easily communicated through these signboards. Upcoming events, recognition of students achievements and School contact details are displayed.

### **School Information Line**

Parents and caregivers can check changes to School routines by ringing the Information Line on 8230 0246.

### **Notification Regarding Student Progress**

Parents or caregivers will be informed when their children's educational progress is causing concern. Examples include Unsatisfactory Completion of Course letters, Progress Reports and Parent/Teacher Meeting.

### **Reports and Parent/Teacher Interviews**

Academic reports are provided to parents or caregivers twice a year. These reports identify areas of strength and areas for future development. In addition, parents or caregivers meet their children's teacher(s) for a private consultation during parent/caregiver/teacher interviews. This gives them the opportunity to meet and discuss student achievement, progress and any other concerns.

### **School Prospectus**

The School Prospectus contains information that helps to give parents and caregivers a full picture of the aims, ethos and curriculum at St Euphemia College.

### **Open Day**

This is scheduled once a year and is a showcase of students' work, tours of the School and information dissemination about the School itself. Staff are available to answer curriculum questions or other questions pertaining to what the College offers students.

### **Primary Information Evening**

This meeting is scheduled in the first few weeks of School. It is an excellent opportunity for parents and caregivers to become familiar with the procedures of the School. Parents or caregivers meet with their children's class teacher to discuss specific procedures and requirements and receive an outline of the curriculum for the grade.

### **Kindergarten Orientation Session**

This meeting is scheduled for the parents and caregivers who have enrolled their children to begin their schooling with the College for the following year. Parents or caregivers are given the opportunity in this forum to ask questions regarding the preparation for Kindergarten, the subject content taught in Kindergarten and any other general questions.

### **Kindergarten Transition**

Students participate in a three week Transition Program commencing straight after the Orientation Session. This program is to introduce the new students in their new environment and prepares them for Kindergarten in the following year. During the Transition Sessions, the parents and caregivers are invited to attend workshops addressing general information about the Kindergarten year ahead and are introduced to interactive Reading Programs that they are advised to implement within their home.

### **Year 7 Orientation Program**

Students in Year 6 who will attend St Euphemia College in the following year and their parents or caregivers are invited to attend a High School Orientation activities eg classroom visits, excursion etc

### **Year 12 Farewell Activities**

At the end of Year 12, students, parents and caregivers are invited to attend farewell Vespers and dinner.

### **Subject Selection Information Evening**

These are held for parents and caregivers of Year 8 and Year 10 students in Term 3 where information regarding courses for the following year are presented. Parents and caregivers are given opportunities to ask questions regarding curriculum requirements and general questions about courses offered. The aim is to provide insight into what the courses involve in a bid to help students make informed choices in regards to the electives provided. Information booklets about courses are also provided to assist students, parents and caregivers to make subject choices.

### **School Diary**

The diary facilitates contact between the School, parents and caregivers. Staff make entries regarding academic issues or behaviour. It contains essential information, policies, procedures, dates prayers and useful study tips. Parents and caregivers can keep track of homework and assignment due dates through the School diary and communicate with the teacher on any concerns they may have.

### **School Website**

<http://www.steuphemia.nsw.edu.au>

<http://primary.steuphemia.nsw.edu.au/>

<http://secondary.steuphemia.nsw.edu.au/>

The School website provides information and announcements about the College and provides an opportunity to promote the School to the wider community.

Changes to School routines are posted on the School website.

### **School Newsletter**

The School's Newsletter is published monthly. The newsletter promotes students' achievements and incorporates news relevant to the College. It contains general details of School events and activities.

### **Annual School Report**

During each School year, the College publishes an Annual Report for parents and caregivers and the community. This is posted on the School's website.

### **P & F Meetings**

These provide ongoing opportunities for parents and caregivers to be involved in and be informed about School activities.

## ***COMMUNICATIONS WITH STUDENTS***

### **Assemblies**

#### *Primary School*

- formal assemblies are held every Monday afternoon. The purpose of these is to inform students of upcoming events, share students' work, remind students of expectations, share weekly sport reports, perform items and hand out weekly merit certificates.

#### *High School*

- formal assemblies are held on Monday morning. The purpose of these is to inform students of upcoming events for the week, serve as a reminder of excursions, expectations and sport practices. Assemblies commence with the national anthems and are followed by an explanation of the previous Sunday's church service. Opportunities are also provided for visitors to address the assembly and contribute to the personal development of the students. Students are also recognised and rewarded for their achievements.

### **Student Representative Council**

Participation in this forum gives students opportunities to suggest improvements to the School environment. Canvassing and representing student ideas and needs are an important part of the SRC.

### **Year Meetings**

These are held to promote positive social development and raise issues for discussion by the Year group. They also serve as an opportunity to complete paperwork relevant to that year, organise camps and other events.

## ***COMMUNICATIONS WITH OTHER SCHOOLS AND EXTERNAL AGENCIES***

Students have diverse needs and some are supported by various agencies and groups of professionals who keep the College informed on better ways to meet these needs, so that students may participate more fully. Support comes from medical services (such as speech and language therapy, occupational therapy and physiotherapy), from psychologists, other health professionals and specialists. It also comes from various welfare focused services, such as Community Services.