

## **Communication Policy**

***This policy addresses issues in relation to:  
Safe and Supportive Environment – Student Welfare 3.6.2***

***(See also Policies on Welfare, Behaviour Management and Visitors)***

Communication is an essential and positive aspect of the management and operation of Al-Faisal College - Liverpool. Good communication involves the exchange of ideas, where people feel they have been heard and their opinions are valued and seriously considered. Communication should be reciprocal and interactive between all parties and should operate at **both formal and informal** levels. Information should be clearly presented and be concise as well as being accurate, timely, well targeted, and well delivered.

The school aims to maintain clear and effective communication channels between all stakeholders including students, staff, parents and the school community through the following:

- Promoting understanding and collaboration between all stakeholders.
- Providing the tools and channels for effective communication.
- Promoting open and honest communication in the School community.
- Ensuring staff members maintain high standards of communication in all aspects their work at the school.

### **Communication with Parents and the School Community**

#### **1. Parent Information Booklet**

Inform parents of school procedures and appropriate channels of communication.

#### **2. Parent Newsletter**

Communicate important dates, policies, events, student achievement and other school news.

#### **3. Website**

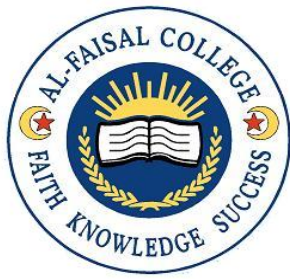
Provide information about the school including its policies, curriculum and achievements.

#### **4. Parent Portal (Sentral)**

Provide parents with information regarding their child's: Timetable (high school students), attendance records, academic reports, NAPLAN results, general correspondence.

#### **5. Parent/Teacher Interviews**

Provide a forum for parents to be informed of their child's attitude, behaviour and academic progress by their teacher and for the parent to inform the teacher of issues the student may have outside school.

**6. School Based Reports**

Provide formal written notification of their child's achievement, attendance, attitude, behaviour and academic performance.

**7. School Assemblies**

Occasions for public recognition of student achievement by students, staff and parents as well as the broader community including representative of local, state and federal governments, local police, local newspapers and representatives of the armed services.

**8. Absentee Notes**

Notify the classroom teacher of the reasons for a student's absence.

**9. Disciplinary Notifications**

Notify parents of formal disciplinary action taken by the school including after school detention, suspension, probation or expulsion.

**10. Student Diary**

Provide a direct communication channel between parents and teachers about student homework, attitude and behaviour.

**11. Telephone Contact**

Notify the parents of issues concerning their child at school and for parents to notify the school of issues the student may be having at home.

**12. SMS**

Notify parents if their child is not in school and for other purposes as required.

**13. School App**

School information: contact details, uniform, canteen menus, upcoming events and parent articles.

**14. Noticeboards**

Notify and promote special events, display student work samples and celebrate outstanding achievements.

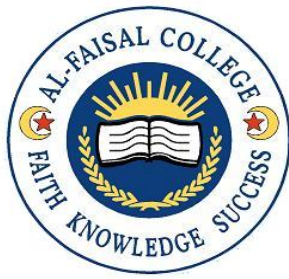
**15. Public Address System (PA)**

Alert parents and visitors of an emergency or lockdown.

Occasional communication to the whole school community of core values eg Al-Faisal – ROARS Respect, Ownership, Achievement, Resilience and Safety and special events such as ANZAC Day and Remembrance Day.

**16. Professional Organisations, Government Departments and Statutory Authorities**

Members of the school executive are in contact with the relevant authorities (AIS, NESA, IEU) to be informed and advised on matters of school administration, curriculum and industrial issues.



## 17. Media

Communication with media organisations is restricted to the Head of College - Liverpool or their delegate.

The school media spokesperson is the Head of College - Liverpool

## Communication with Teachers

### 1. Weekly Staff Bulletin

Update staff on daily events at the College on a week to week basis.

### 2. Staff Meetings

In-service staff on a range of professional issues and provide a forum to disseminate information and discuss school policies and procedures.

### 3. Email

Disseminate information as required.

### 4. Occasional Communication with Parents

By contact through the school office. Staff may discuss with parents, academic and behavioural issues as deemed necessary.

### 5. Staffroom Noticeboards

Display rosters, key dates and notices of upcoming events.

### 6. Pigeonholes

Distribute relevant individual information, mail and the weekly staff bulletin.

## Communication with Students

### 1. Student Diary

Provides information regarding school policies and procedures relevant to all students.

### 2. Student Course Handbooks

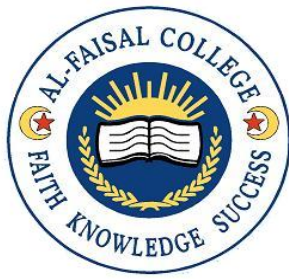
All relevant details and guidelines regarding assessment tasks.

### 3. Attendance

Written notification of unsatisfactory attendance.

### 4. Disciplinary Notifications

Written notification of any disciplinary action imposed by the school including after school detention, suspension, probation or expulsion.



**5. Class/Roll Call**

Class/Roll call teachers notify students of upcoming events, distribute relevant leaflets and brochures and collect permission slips.

**6. Classroom**

Teachers notify students of subject related issues including homework, assignments, exams and assessments.

**7. Noticeboards**

Notify students of special events, display student work samples, and celebrate achievement.

**8. Public Address System (PA)**

Alert students to an emergency such as evacuation or lockdown.

Occasional communication to the whole school community of special events such as Remembrance Day.

Date of Policy:  
January 2018

Proposed review date of  
policy: January 2020  
*or earlier where amendments in  
legislation require immediate policy  
reviews*