



Olinda Primary School

Communication Policy 2017

Principal: Cornelia Sheeran

School Council President: Sharryn Veto

Date Approved	April 2017
Approved By	School Council
Next Review Date	April 2020
Responsible for Review	Principal
References	Victorian Government Schools Policy and Advisory Guide



OLINDA PRIMARY SCHOOL COMMUNICATION 2017

Rationale

It is essential that staff members of the school communicate information in agreement 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.

Aims

This policy aims to:

- ensure that the communication of information is carried out correctly, appropriately and is consistent with the expectations of the school, departmental and legal requirements.

Guidelines

- Olinda Primary 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. DET 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 Council, our community, staff or community members.

Procedure

- As a matter of professional courtesy, and as a requirement of Section 3.6 of the Teaching Services (Conduct of Duties) Order 1998, staff will communicate with the principal before making public comment or formal statements on educational issues or similar that reflect on the organisation or programs of the school or place of work. The principal and School Council president will ensure that each other are informed.
- The Information Privacy Act and the Health Records Act require that schools protect the interests of individuals with regard to their personal information and respect the individual's right to control how their personal information is used, and for what purpose.
- 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.
- 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.
- All such Freedom of Information requests will be referred to the DET's Freedom of Information Unit.
- Information sought by police, including interviews of students must be directed to the principal.
- Requests from the Department of Human Services child protection unit personnel regarding students or families will be complied with at all times and must be directed to the principal.
- The school will comply with court subpoenas to provide information at all times, but will not respond to requests from lawyers seeking information without DET approval.
- Action may be taken by individuals, the department or organisations against staff members who choose to communicate information improperly.



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- Teachers will provide a minimum of two written reports, two parent-teacher conferences for students and additional interviews on request and agreement. An annual report will be available for each family on the website. The Annual Report will be tabled and ratified at School Council meeting each year as directed by the Department.
- A regular school newsletter will highlight school programs, activities, special achievements and local community information. Information will be provided to parents, families and prospective students and families, either in hard copy or electronically. The newsletter will be uploaded to the school website cyclically.
- Regular, daily face-to-face communications occur at Olinda Primary School. In a small and supportive community, conversations, discussions and communications are an important and usual practice between all members of the school community.

Evaluation

This policy will be reviewed annually or more often if necessary due to changes in regulations or circumstances.