



COMMUNICATION POLICY

Communication Between School and Home

At St Monica's, we understand and value the role that quality communication between school and home plays within the education of every child. As educators, we are committed to providing the highest level of communication and know that this is integral in developing a strong partnership between the school and each family.

Parent - email (Ongoing)

Purpose: to communicate relevant information with existing families.

In response to a Parent email, the expected response time is: Within a 24hr period between 8am Monday and 5pm Friday. Staff are not required, and are strongly discouraged from responding to any parent email between 5pm Friday and 8am the following Monday.

School Newsletter (Fortnightly)

Purpose: to communicate information with existing families

- Main form of communication to all families
- All important Information
- All dates and calendar information
- Each term year levels put 2 x articles/reflections/photos in the newsletter.
(Foundation- Newsletter one & three)
(Junior - Newsletter two & four)
(Middle- Newsletter one & three)
(Senior- Newsletter two & four)

School Facebook (Ongoing)

Purpose: Marketing to community, communication of events and photos

From 2020, our closed school facebook page will no longer accept parent comment or question. All relevant questions from parents/ guardians will need to be made through email or via contact with the administration office during business hours.

- Quality Photos from school wide events & Learning experiences from staff
- Marketing type communication from administration

Class emails (Weekly)

Purpose: Specific communication including communication to parents about their children, changes to events and current learning etc.

- Class emails are to occur **each week** of term, excluding week one where the termly newsletter will be sent to families.

Area Newsletter (Termly)

Purpose: to communicate information with existing families

- All important Information pertaining to that particular term
- All dates and calendar information for that particular term
- Area newsletter will be placed on **PAM** and parents directed to this platform to access the relevant termly information.
- Administration will cross-reference Area newsletters with school calendar to ensure all relevant information is included.

PAM (Ongoing)

Purpose: Specific communication including communication to parents about their children, including academic progress, excursion permission, medical information etc

- All excursion information will be accessed via PAM
- Parental consent and updating of medical information to be done via this platform
- All dynamic reporting and assessment will be accessed via PAM
- Termly information from each area
- LA meeting bookings

Freshgrade (To be decided at the commencement of the school year in conjunction with Learning leaders and Leadership team. This decision will attempt to be consistent across the school).

Purpose: Specific communication around the learning activities taking place within the classroom through the use of photos.

- A decision will be made at area level as to whether or not Freshgrade will be used as a mode of communication for parents/ carers. If it is decided that Freshgrade will be used, parents will be contacted, permission sought, and they will then be shown how to utilise this form of communication.