Communication Process - 2015

Aim: To enhance respectful and positive communication between the staff within the school and with parents, which will in turn create a more supportive and productive school.

1. Weekly Notices will be developed by the Principal and emailed to all staff on first school day of the week. One printed copy is to be displayed in the staffroom. If staff need to contribute an item to the Weekly notices they are to email the necessary information to the Principal before Sunday afternoon.

2. Email is to be used as a frequent form of correspondence between all staff and staff and parents.

3. Before emailing parents, phone them to ensure they are comfortable with this form of contact, explain the correct protocol (explain you are busy, you will respond to the email but it may not be for a few days) and confirm their email address in OneSchool is correct. All emails with parents are to have the Principal CC’ed in using the.principal@baralabass.eq.edu.au. Once the correspondence is finalised this email is to attached as a contact within OneSchool.

4. All letters home need to be proofread firstly by Admin, edited, signed by teacher and final draft submitted to Principal for signing. The number of copies required to be attached for Admin to photocopy for hand out.

5. One positive phone/email home is to be recorded in OneSchool each term for every student in the class.

6. Local Link will be published and sent home to parents every second Thursday via their nominated method – email or paper copy. The Link is to be produced in Word and to be no more than one back to back page. Articles from staff are to be saved in G:/common/Local Link/2015 and the Link coordinator will add them into the next edition.

7. The Baralaba Website will be updated each two weeks which will include the Local Link, other new information from around the school, upcoming events, grants & projects, celebrations of achievements and photos of current students. Save files in g:/coredata/common/website/2015.

8. Parents are to make an appointment that suits the Principal and/or teacher if they need to speak with them in person via Admin or emailing the Principal. Parents are not to contact any staff on their mobile, home phone or personal email in relation to school matters. They are to use the school phone number or school email address.

9. ICT problems are to be emailed to ICT Coordinator. Updates in relation to the matter will be emailed to you by the ICT coordinator.

10. Incidents and Hazards are to be recorded in MyHR WH&S by the staff involved or who has identified hazard so that the Principal, WH&S Advisor and Facilities Officer are informed and repairs can be coordinated.

11. If students are late to school, the parent or carer is to bring the students to Admin to sign them in using the Sign In Register. Students will then go to class.

12. If students are to leave school early, the parent or carer is to report to Admin to complete the Sign Out register. The Admin Officer will then phone for the student to come to Admin.