



Rationale

Our Vision Statement, as stated below, recognises the value of the partnership which exists between school, parents and community.

As a Catholic community grounded in faith and love, we will develop life-long learners committed to building positive relationships and shaping the world for the common good.

This Communication Policy plays an integral role in realising this vision.

It is important that Parish Schools work within the parameters of the Catholic ethos. It is therefore vital that effective communication processes are in place so that persons have a clear understanding of positive communication channels that will enhance and promote the ethos of our schools. It is also a way of ensuring that a sense of fairness is maintained for all concerned.

Objective

To ensure:

- effective communication between school community members
- that processes are in place which allow for open and honest communication amongst school community members
- staff members, students and parents work well together, treat each other with respect and integrity, promoting a positive and productive environment.

It is expected that all members of the school community will acknowledge and sign one of the following:

- STS Code of Conduct - Parents
- STS Code of Conduct - Staff Members
- STS Code of Conduct - Volunteers and Contractors
- STS Enrolment Policy

These four policies have the following expectations as a basis:

- treating each other with respect and courtesy
- working towards achieving a co-operative, encouraging, stimulating and harmonious environment
- valuing individual differences
- taking responsibility for their own actions, listening to and respecting the opinion of others.

Communication in the school community occurs in a variety of forms including:

- Information sessions
 - Sacramental Parent / Child Workshops
 - Open Days and displays
 - Prep Orientation
 - Parent Teacher Meetings
 - Assemblies
 - School Newsletter
 - School App - Skoolbag
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- Class Representatives

Processes for children with a concern

Refer to the STS Pastoral Care, STS Behaviour Management and STS Anti-Bullying Policies available on the school website.

Processes for parents with a concern

Where a parent has a concern involving a student, parent or staff member, refer to STS Concerns and Complaints Policy.

Where a parent has a family matter that they believe the school needs to know about, the following procedures are in place:

1. The parent contacts the Principal to discuss the matter.
2. If necessary, the parent and Principal will meet with the classroom teacher to discuss the matter and the possible implications for the student in the school setting.
3. At the request of the parent, counselling can be sought for the family.
4. In the event that the parent contacts a staff member other than the Principal in the first instance, the staff member should direct the parent to meet with the Principal, and/or the staff member should record the purpose and content of the meeting and forward it to the Principal.

Processes for staff members with a concern

Where a staff member has a concern involving a parent or another staff member, the following procedures are in place:

1. The staff member should request an interview with the relevant parent/teacher at a time convenient to both parties. Where appropriate, a second meeting should be scheduled to ensure the situation is resolved.
2. If no resolution is reached, the staff member should contact the principal who will arrange a meeting between both parties and principal and any other relevant staff.
3. If no resolution is reached, the parties should consult with the Parish Priest.
4. The Parish Priest may wish to involve the Regional Principal Consultant of the Catholic Education Office Melbourne.

Evaluation

This Policy will be reviewed as part of a cyclical process in accordance with the School Improvement Plan (SIP).

Document Control

Version	Author	Purpose/Change	Date
0.1	Various STS L'ship Members	Initial policy drafting	Pre 2018
0.2	D. Parry	Various updates throughout policy	Mid 2018
1.0	STS Leadership Team	Policy reviewed	Mid 2019

