

COMMUNICATIONS POLICY (as of 15/05/2023)

Baringa State Primary School is committed to using communication processes and techniques that aim to build a positive social learning environment. The ability for our school community to communicate clearly using a wide range of settings and using diverse media is vital for today's world. Community building is the responsibility of all members of our community therefore, it is essential that all members consider and incorporate the school values and protocols when communicating information.

Currently at Baringa we utilise the following communication platforms:

- In person/ face to face meetings
- Phone calls
- Emails
- Seesaw for information sharing
- Facebook for general information sharing
- Newsletter every 3 weeks sent to parent/carer email addresses

Sensitive Information

All sensitive communications need to be actioned via Administration with the appropriate Deputy Principal or Principal.

Prep- Mrs Mandy Burns; Year 1/2 – Mrs Sally Donohue; Years 3/4 – Mr Geoff Habel Years 5/6 – Mr Amos Cowling

Principal – Mr Mick Connors

In Person/ Face to Face

Frequency: Teacher Discretion

Users: Teacher to Parent/Carer & Parent/Carer to Teacher

- Direct contact meetings will be negotiated between the parent or carer and the classroom teacher. For job shared classrooms, the duty classroom teacher only present on the day, will attend the scheduled meeting.
- Direct contact meetings generally will not occur at any time between instruction time 8:45am and 2:45pm; unless negotiated with school staff.

Phone

Frequency: Teacher's Discretion

Users: Teacher to Parent/Carer & Parent/Carer to Teacher

Response period up to 48 hours, phone calls generally not responded to during instruction times by teaching staff (8:45am – 2:45pm)

Emergency and/or urgent messages are to be directed to the school office and where necessary, for the attention of the appropriate Deputy Principal or Principal.

Outside phone calls will not be forwarded to classroom teachers as this disrupts student learning. Office staff will email teachers so that they can contact parents in non-teaching times.

Email communication

Frequency: Teacher's Discretion

Response period up to 48 hours, emails generally not responded to during instruction times (8:45am – 2:45pm)

Users: Teacher to Parent/Carer & Parent/Carer to Teacher

Classroom teachers will reply to your email within 48 hours of the email being sent. Up to 72 hours after 2:45pm on a Friday, or on the weekend. Teachers are not required to respond after hours or while engaging in teaching with students. Emails sent during vacation periods generally will not be answered until the return of school the following term.

Seesaw communication

Frequency: Announcements only – no parent messaging

Users: Teacher to Parent/Carer

Teachers will be using Seesaw to make announcements only. Announcements will be used to engage parents with 'classroom activities' and to keep parents up to date with events/general reminders.



SCHOOL FACEBOOK

Frequency: Regular school posting

Users: Baringa School Community

The purpose of Baringa State Primary School's Facebook page is to provide an effective communication and promotional tool to connect with our audience whether that be parents, staff, students and/or community members. Facebook is used to promote school and student achievements, send friendly reminders to parents and also promote school events.

Response to posts

Social media is 24 hour a day, 7 days a week medium. Social media accounts will be monitored after hours, on weekends and on holidays in a restricted capacity, therefore responses may be delayed. Only administrators of the Baringa SPS Facebook site are responsible for responding to comments.

Posting on the Official School Facebook page

Before you post something online, ask yourself if the community or school really need to know this. Is it relevant? Helpful? Positive? Remember the aim of a school Facebook page is to connect people and share school news and upcoming event information.

The appropriate and most effective method of raising any concerns you have in respect of the school or its staff is to discuss the matter with School Staff, the School's Principal or Deputy Principals. Raising matters of concern on social media sites will not by itself cause your concerns with the school/staff to be dealt with or responded to.

You should consider the potential of your comments to cause harm to the reputation and personal well-being of any person(s) you have mentioned. You should consider whether your comments may leave you open to legal action by the person(s) involved, which could potentially result in you incurring significant personal legal costs.

Newsletter

Frequency: Every three (3) weeks of the school term (Wks. 3, 6, 9)

Users: School to Parent/Carer

Every three weeks, the school will email parents/ carers our electronic newsletter. In the newsletter, we will provide you will important information about school events, celebrations and other relevant information.