



DARAMALAN COLLEGE

COMMUNICATION POLICY

Related Policies

Privacy Policy
Staff Code of Conduct

Rationale

Within a large organisation it is essential that there is effective communication between all parties. In keeping with the philosophy of the College that respects and values each member, everyone is encouraged to communicate openly and to work collaboratively. This means that structures need to be in place to promote effective and regular communication.

This policy fulfils the College's requirement to provide information about its educational programs, policies and operations as per the Education Act 2004 and the Education Amendment Act 2022, as well as explaining opportunities for community consultation on these issues.

Policy

- Every effort is made to ensure there is clear, accurate and timely communication between all members of the College community.
- A variety of forms of communication are used and regularly reviewed.
- Annual surveys of staff, students and parents/guardians are undertaken to provide opportunities for feedback from community members and consultation on aspects of the College.
- Communication is promoted as a two-way process and parents and students, in particular, are encouraged to communicate openly with College staff and staff are expected to communicate openly and sensitively with parents and students.
- Daranet is used as a key source of information for students and parents. This is supplemented by the additional use of the College Website.
- Information should only be sent, as far as possible, to those people for whom it is relevant.
- Written communications using College letterhead must be approved by a member of the Executive before sending.
- Written communications to families and large groups must be approved by a member of the Executive. Communications from the Executive members should be checked by the Principal or another member of the Executive team prior to being sent.
- Social Networking applications using the name Daramalan require prior approval from the Principal or Deputy Principal.
- Staff, volunteers, coaches and tutors should not link students to their personal social media accounts.

Procedures

- It is expected that all staff will respond promptly to phone messages and emails from parents, usually within 24 hours during usual work days.

- Parent requests for meetings will be accommodated, where possible, in a timely manner.
- All written communications (except for day to day correspondence sent to individual parents) from the College are to be checked for accuracy and clarity by a member of the Executive before they are sent.
- Parents and students should have ready access to information about academic and other activities via the school intranet to enable them to participate actively in College life.
- Emails to groups of parents or volunteers should use the BC (Blind Copy) option to maintain the privacy of recipients.

Key Forms of Communication

Community

- The College website and the College newsletter, *Daranews*, are the key means by which the College can communicate with prospective and current families as well as alumni. It provides information about governance structures, enrolments, curriculum offerings, the history of the College and also recent news items relating to College events and activities.

Students

- Regular assemblies are held for year groups and the whole school at which information is presented.
- Daily News and electronic noticeboards
- Student Diary
- Learning Management System/ Daranet
- Parent-Student-Teacher interviews
- Careers Website
- Student surveys
- Specific social media groups for alumni, Careers and sports groups

Parents

- Information Events and recordings where information about Pastoral Care structures, curriculum and other educational programs as well as other key information are presented.
- Handbooks relevant to the year that their student is enrolled
- Parents have their own log-on to Daranet
- Email and phone calls
- School newsletters
- Parent-Student-Teacher interviews
- Parent surveys
- School calendar
- Proformas regarding school events and issues
- Parents and Friends Association scheduled meetings

Board

- Board members receive regular communications at meetings from members of the Executive as well as other key staff within the school.
- Board members access important information including the Board Meeting papers through the Board Sharepoint Portal.
- The Board Chair provides updates to parents, students and staff on Board issues through the College newsletter, *Daranews* and the Yearbook.

Alumni

- Alumni have access to school newsletters and information about matters relating to the alumni through the Alumni website. This is overseen by a staff member of the College.

Approved by:	College Executive
Contact Staff Member:	Principal
Implementation:	Term 3 2022
Supersedes Policy Dated:	October 2019
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