

# St Mary's Catholic Primary School Bundaberg

## Communication Policy

*July 2022 for Review July 2023*

### Policy Statement

As a faith-filled community which represents and nurtures the giftedness and dignity of all, St Mary's Catholic Primary School, Bundaberg, seeks to create safe, open, and trusting communication between all stakeholders: staff, parents, students, and the wider community.

### Description

Relationships are central to the mission of St Mary's Catholic Primary School and must be characterised by our core school virtues of respect, courage and service and modelled on the example of Jesus. All stakeholders have the right to feel safe and respected.

Additionally, the school has a responsibility to provide means of communication that are characterised by transparency, consistency, and diversity, providing meaningful opportunities for education, collaboration, and feedback.

### Implementation Issues

There are a variety of methods used within the school to communicate to parents and the community.

1. Prep to Year 2 teachers use the **See Saw** app to communicate with parents. Years 3 to 6 use **emails** as the primary source of communication. **Phone calls** may be used if a situation warrants it.
2. The school **Newsletter and Facebook page** have all the up-to-date information pertaining to activities and events within the school. These are **whole school lines of communication**.
3. It is the **responsibility of parents** to ensure that they use the various forms of communication both from the classroom and the school to be always informed.

4. Parents have a responsibility to ensure they are truthful with the school in providing up-to-date information regarding their child.
5. The primary contact for parents and students with regards to student learning, relationships and concerns is the classroom teacher.
6. Matters not able to be resolved at this level may need the support of the School Leadership Team. Information that is sensitive, urgent, or relating to the possible harm of a stakeholder should be communicated to the Principal/Leadership Team immediately.
7. All grievances (which can arise when a person believes a complaint or concern has not been handles appropriately or where they believe their needs have not been adequately met) are to be handled in accordance with Diocesan Education Council's **Parent and Student Grievance Procedures** and the **Parent Code of Conduct** which can both be found on the **school's website**.
8. Personal communication devices include (but are not limited to) items such as mobile phones, electronic tablets, and smart watches/wearables. **These devices are not to be used by students during school hours.** The school understands there are times when possession of these devices can provide a sense of safety and security while travelling to and from school. These devices can be distracting in the classroom and can potentially impede on the privacy and safety of other stakeholders.
9. The school accepts no responsibility for replacing lost, stolen, or damaged devices and requests that they are to be **turned off and stored at the school office during school hours**.