



Winthrop Primary School Communication Overview

Rationale:

To provide clarity to the Winthrop Primary School community regarding the processes for school communication and communicating with the school, in the context of a range of tools and avenues for disseminating and receiving information.

Purpose:

1. Build positive relationships with staff, students and parents to enhance student outcomes
2. Provide transparency in communication approaches to all stakeholders
3. Provide information on school operations and strategic planning

Process:

1) School Website

The Winthrop Primary School website is the **main port of call for all information** and ensures equity of access for all. The School website is the platform where we provide current information to the wider community. It is designed to provide information about our school vision and business plan, learning areas and Curriculum priorities, guidelines and procedures and current initiatives. The calendar of events is a valuable tool to assist parents and carers with notification of important dates.

The school Parents and Citizens Committee (P&C), School Board and Winthrop Out of School (OSC) Care also share valuable information on the school's website.

2) Electronic Newsletter: Latest Links

Latest Links is updated regularly to celebrate school achievements and to provide timely information regarding future events. It contains updates on the success of our students and school, important dates for the coming week and upcoming events.

3) Parent Connect Notifications

Connect is the Department of Education's secure and endorsed method of sharing information with parents and carers.

1. The school via the front office sends weekly reminders alerting parents to Latest Link information. For urgent and important information a parent Connect notice may be sent.
2. Semester Student Reports will be provided via Connect
3. Class lists will be provided via Connect prior to the commencement of school.

4) Classroom Connect

Connect exists so that WA public school students and parents/caregivers can engage and communicate with each other in a stimulating and interactive virtual space.

Teachers will provide timely information to parents regarding their classroom program and activities. Information on classroom and whole school activities will be provided. Some classes will use Connect for activities, online learning and homework.

5) Email

Teachers and parents find using email a convenient way to communicate. Email is only to be used for giving information, setting up appointments or celebrating success. Emails should not detail information of a sensitive nature or relating to educational progress, rather, an appointment must be made for these purposes.

Staff will endeavour to respond promptly, however please do not rely on email for urgent messages. Most staff usually only access their emails before and/or after school. If you need to communicate to the classroom teacher urgently please ring the School Administration Office.

6) Phone Calls

Staff are encouraged to use phone communication with parents/carers on an as needed basis. The administration will phone home if students are involved in an incident or if staff require additional information. Teaching staff may also relay information regarding students' achievement, progress, educational plans or incidents by phone.

We encourage parents/carers to contact the Office if your child is absent due to sickness or medical appointments.

7) Parents and Citizen's Committee (P&C)

The P&C communicates with the school community on events, projects and fundraising with communications limited to P&C business. The primary mode of internal P&C communication will be the P&C meeting and minutes will be posted on the school website. The Principal attends the P&C meeting.

8) School Board

The School Board communicates with the school community on strategic direction, overall school performance and school satisfaction. The primary mode of internal School Board communication will be the Board meeting with minutes posted on the school website. An open meeting where all community members are invited is held annually, during the 4th term. The School Board Chair provides information on Latest Links and information on the role of the School Board is available on the School Website.

9) Parent Representatives

Each classroom has a P & C Parent Representatives. Parent Representatives communicate with the parents of students (within that classroom) regarding social events. All correspondence regarding school and classroom business will come through the teacher. Parent Representatives must seek permission from parents to obtain email addresses. This is usually done at the beginning of the school year.

10) Face to Face Communication includes:

- A welcome induction by staff and classroom teachers to the school for parents at the commencement of the year
- A transition program at the end of the year for kindy and pre-primary
- An open invitation to new parents to ring the school to arrange a tour of the school
- Parents via the front office are able to request a meeting with their class teacher
- Fortnightly assemblies
- Parent forums/workshops
- Parent open night in Term 3
- Invitation to parents to participate in organized committees such as the Parents and Citizens and School Board.

11) Schools Online

This website is public information providing a brief overview of Winthrop Primary School. All public schools in Western Australia can be found at the Department of Education website.

12) My School Website

My School is a resource for parents, educators and the community to access information about all schools in Australia. It provides data enabling fair comparisons to be made among schools serving students from similar socio-educational backgrounds, using the index of community socio-educational advantage (ICSEA). It is ICSEA that enables fair comparisons to be made between schools with similar students.

The following policies on the School Website outline procedures for communication between home and school.

1. Communication Guideline. (Information on working together and processes for resolving a concern/complaint)
2. Community Agreement
3. ICT Student User Agreement

Contact with the school depends on the reason and purpose and is outlined in the Communication Guideline.

Communication Plan for Resolving Complaints

1. Classroom Concerns (Classroom Teacher and if not resolved, Deputy/Principal as per the Communication Guideline)
2. Specialist Areas (Sporting events concerns directed to the Physical Education Specialist)
3. Behaviour Management (Reviewed by Classroom Teacher and Administration)
4. Behaviour Management in relation to ICT (Teacher and ICT committee)
5. Staffing Concerns (Administration)

DoE Communication Guidelines and Protocols

<file:///C:/Users/E0100457/AppData/Local/Temp/Talking%20with%20my%20school.pdf>

<https://www.education.wa.edu.au/dl/q3vvkq>

<file:///C:/Users/E0100457/AppData/Local/Temp/Code%20of%20Conduct.pdf>