



## **Communication Policy**

***This policy addresses issues in relation to:  
Safe and Supportive Environment – Student Welfare 3.6.2***

***(See also Policies on Welfare, Behaviour Management and Visitors)***

Communication is an essential and positive aspect of the management and operation of Al-Faisal College. Good communication involves the exchange of ideas, where people feel they have been heard and their opinions are valued and seriously considered. Communication should be reciprocal and interactive between all parties and should operate at **both formal and informal** levels. Information should be clearly presented and be concise as well as being accurate, timely, well targeted, and well delivered.

The school aims to maintain clear and effective communication channels between all stakeholders including students, staff, parents and the school community through the following:

- Promoting understanding and collaboration between all stakeholders.
- Providing the tools and channels for effective communication.
- Promoting open and honest communication in the School community.
- Ensuring staff members maintain high standards of communication in all aspects their work at the school.

### **Communication with Parents and the School Community**

#### **1. Parent Information Booklet**

Inform parents of school procedures and appropriate channels of communication.

#### **2. Parent Newsletter**

Communicate important dates, policies, events, student achievement and other school news.

#### **3. Website**

Provide information about the school including its policies, curriculum and achievements.

#### **4. Parent Portal: Learning Management System Sentral**

Provide parents with information regarding their child's: Timetable (high school students), attendance records, academic reports, NAPLAN results, general correspondence.

#### **5. Parent/Teacher Interviews**

Provide a forum for parents to be informed of their child's attitude, behaviour and academic progress by their teacher and for the parent to inform the teacher of issues the student may have outside school.

#### **6. School Based Reports**



Provide formal written notification of their child's achievement, attendance, attitude, behaviour and academic performance.

**7. School Assemblies**

Occasions for public recognition of student achievement by students, staff and parents as well as the broader community including representative of local, state and federal governments, local police, local newspapers and representatives of the armed services.

**8. Absentee Notes**

Notify the classroom/roll call teacher of the reasons for a student's absence.

**9. Disciplinary Notifications**

Notify parents of formal disciplinary action taken by the school including after school detention, suspension, probation or expulsion.

**10. Student Diary**

Provide a direct communication channel between parents and teachers about student homework, attitude and behaviour.

**11. Telephone Contact**

Notify the parents of issues concerning their child at school and for parents to notify the school of issues the student may be having at home.

**12. SMS**

Notify parents if their child is not in school and for other purposes as required.

**13. Noticeboards**

Notify and promote special events, display student work samples and celebrate outstanding achievements.

**14. Public Address System (PA)**

Alert parents and visitors of an emergency or lockdown.

**15. Leaflets to Parents - Occasional Notification on a Needs Basis**

Occasional communication to the whole school community of special events, meetings, new policies and government notifications

**16. Professional Organisations, Government Departments and Statutory Authorities**

Members of the school executive are in contact with the relevant authorities (AIS, NESA, IEU) to be informed and advised on matters of school administration, curriculum and industrial issues.

**17. Media**

Communication with media organisations is restricted to the Principal or their delegate.  
The school media spokesperson is the Deputy Principal (secondary).



## Communication with Teachers

### 1. Learning Management System: Sentral

Alerts re staff absences (secondary), class coverage, student attendance, student information, well being, academic results, analysis, resource bookings, etc.

### 2. Weekly Staff Bulletin

Update staff on daily events at the College on a week to week basis.

### 3. Staff Meetings

In-service staff on a range of professional issues and provide a forum to disseminate information and discuss school policies and procedures.

### 4. Email

Disseminate information as required.

### 5. Occasional Communication with Parents

By contact through the school office. Staff may discuss with parents, academic and behavioural issues as deemed necessary.

### 6. Staffroom Noticeboards

Display rosters, key dates and notices of upcoming events.

### 7. Pigeonholes

Distribute relevant individual information, mail and the weekly staff bulletin and memos.

### 8. Professional Development Workshops

In-servicing teachers on current developments in educational practice, updates on government legislation, first aid and emergency training.



## Communication with Students

### 1. Student Diary

Provides information regarding school policies and procedures relevant to all students.

### 2. Student Course Handbooks

All relevant details and guidelines regarding assessment tasks.

### 3. Attendance

Written notification of unsatisfactory attendance.

### 4. Disciplinary Notifications

Written notification of any disciplinary action imposed by the school including after school detention, suspension, probation or expulsion.

### 5. Class/Roll Call

Class/Roll call teachers notify students of upcoming events, distribute relevant leaflets and brochures and collect permission slips.

### 6. Learning Management System

Teachers can notify students via Seesaw, Edmodo, Google Classroom, Discord, Hangouts about upcoming work, assessments, revision, notes etc.

### 7. Classroom

Teachers notify students of subject related issues including homework, assignments, schedules, exams and assessments.

### 8. Noticeboards

Notify students of special events, display student work samples, and celebrate achievement.

### 9. Public Address System (PA)

Morning prayer and supplication in classrooms. Alert students to an emergency such as evacuation or lockdown.

### 10. Leaflets to Students

Occasional communication to the whole school community of special events such as Remembrance Day.

Date of Policy:

January 2023

Proposed review date of policy:

January 2024

*or earlier where amendments in legislation  
require immediate policy reviews*