

# Communication Policy

Ratified: December 2020  
Review Date: January 2022

## Rationale

Trinity College Colac is committed to open, transparent and effective communication with all stakeholders. This Communication Policy meets the requirements under Schedule 4, clause 12 of the Education and Training Reform Regulations 2017. Schools are required to demonstrate the communication of policies and procedures relating to care, safety and welfare of students to staff, students, parents, guardians and the school community.

This policy aims to ensure that:

- effective communication between the school community members takes place;
- processes are in place to allow open and honest communication amongst all school community members;
- confidential information is managed in a manner consistent with community expectations, professional standards and legal obligations;
- clear, positive and fair processes and guidelines are provided which allow issues or concerns to be aired and resolved in a timely, effective and respectful manner.

## Policy Statement

Effective communication is essential in providing students, teachers, parents and the community with the necessary information to make appropriate decisions. Trinity College Colac is committed to using communication processes and techniques to build positive learning environments for students, staff and parents/carers in order to inspire and educate all students to succeed in becoming productive and valued citizens.

Electronic communication is the primary method of communication at Trinity College Colac. This includes the school website, newsletters, email communications, SIMON Learning Management System, via approved Apps and telephone.

In addition to electronic communication, members of the school community may request printed copies of policies and other documents from the reception of the School. The availability of interpreters or having key documents in community languages can also assist with communication and can be requested.

Members of the community will have regular, formal opportunities for engagement with the school staff and this includes: Open Days, Parent/Teacher/Student conferences, Parent Information sessions, or more informal face to face meetings with classroom teachers and principals as required and other events in which the school community is encouraged to participate. Dates for these events are published in the School Newsletter. Appointments with the principal, teachers or other members of staff can be made by making direct contact with the relevant staff member or phoning reception.

At Trinity College Colac we have a commitment to transparent, professional and respectful engagement and communications with members of the school community that considers appropriate privacy and confidentiality principles.

## Communication overview

**School Improvement Plan:** compiled in collaboration with DOBCEL, school leaders and in consultation with the wider school community. It proposes commitments to key improvement strategies and intended outcomes for the School over the School Improvement Cycle, usually four years. An Annual Action Plan is developed to outline the incremental progress towards the commitments each year. This is available to families on the College website.

**School Policies:** Policies are available on the school's website or, upon request, from the school office.

**Parent Handbook:** Parent Handbook or Prospectus is provided to new families at the time of enrolment. A current version is also available on the school website.

**School Newsletter:** The newsletter is published fortnightly during each school term and is made available via email and the College website.

**Principal's meetings with the School Advisory Council (SAC):** provides an opportunity for the Principal to highlight resourcing and operational issues relevant to the general school community. These meetings are held monthly in the College Boardroom.

**Parent Information Nights:** provide information to the school community. They include the opportunity for all parents at the commencement of the school year. Dates are advertised in the College newsletter.

**Parent-Teacher-Child Conversations/Conferences:** formal meetings held at least twice yearly (usually in Term 1 and 3), and at other times on request.

**Academic reports (written):** DOBCEL Schools must issue twice yearly at the end of Term 2 and Term 4.

**Communication with Staff Members:** parents can communicate with teachers, office staff and the Principal via email or by phoning reception.

## Policies and Procedures

The following are available on the school website and can also be made available in hard copy for collection:

- School Vision, Mission and Philosophy Statement
- Annual Report to the School Community
- Privacy Policy
- Statement that the school adheres to the Democratic Principles
- Enrolment Policy, including School Fees and Levies
- Code of Conduct for Students and Parents
- Anaphylaxis management
- Attendance policy
- Child Safety Policy
- Child safety commitment statement

- Child protection – responding and reporting obligations
- Child Safety Code of Conduct
- Complaints Handling Policy
- Communications Policy
- School Duty of Care Policy
- Emergency Bushfire Management
- Arrangements for ill students
- First Aid and Student Medical Management (i.e. Asthma, Administration of medicine)
- Anti-bullying and Harassment Policy
- Digital Technologies Policy
- Mandatory Reporting Policy
- Reportable Conduct Policy
- Pastoral Care and Wellbeing Policy
- Student Behaviour Management Policy
- Supervision of Students Policy
- School Student Supervision Information for Parents
- Information for Volunteers