



# Communications Policy

BOS Manual, 3.3 (Curriculum); 3.6.2 (Communications)

Related policies:

## *RATIONALE*

Registered and accredited non-government schools are required to maintain documentation that includes:

- an overview of the process for reporting student achievement; and
- policies and procedures in relation to communication, with specific reference to formal and informal mechanisms available between stakeholders interested in a student's education and wellbeing.

## *AIM*

This policy describes:

- The process of student achievement reporting; and
- The systems in place to communicate information about the education and wellbeing of students to staff, parents and the wider community.

## *IMPLEMENTATION*

### **Student Achievement Reporting**

The formal student achievement reporting process takes place twice per year with Semester 1 and Semester 2 Reports following mid-year and end-of-year examinations and/or assessments.

Reports are prepared from formats specific to each school/stages using templates accessed through PC School. Generally, reports will show grades for both academic achievement and a number indicating the student's application to study.

Year 11 and 12 Reports give exam marks, class average, rank, application to studies and course outcome.

All Reports include the following teacher comments:

- A statement of outcomes taught during the reporting period;
- A diagnostic comment reporting on the level of competency or achievement in relation to the outcomes taught (these will reflect performance descriptor grades where applicable); and
- A prognostic comment, providing encouragement to the student and offering suggestions for improvements in their studies.

## Communicating with Stakeholders

All staff members at CHCCS have their own pigeon hole located conveniently near the main staffroom at both junior school and senior school campuses. Information for staff and students, as well as notices and requests for information are placed in pigeon holes daily. Staff are required to check their pigeon as soon as possible in the morning to ensure that they are kept up to date (especially for “extras” notifications)

### Junior School

#### Notices

- Each Monday, Staff notices are placed in pigeon holes. Updates are sent via email as required.

#### Changes to routine

- It is most important that the Head of Junior School be kept informed of changes to routine. Please give maximum time to indicate changes to routine.

#### Class Notice boards

- Notice boards are fixed in each classroom for use by staff to pin up material.

#### Student notice Boards

- Located: Southern wall of Infants Eating Area.

#### Newsletter

- The newsletter is delivered to students every Monday, to be taken home to parents.
- The newsletter contains a calendar of events, student achievements and other important information for parents. The Head of Junior School also makes a weekly contribution to the newsletter.
- Items for the newsletter must be into the office by the previous Friday morning.
- All staff members are expected to read the newsletter as it provides a reminder of coming events, but also of the great achievements our students are making every week at the school.

#### Internal Phone and Public Address system

- Phone numbers are placed in the staff room. Internal phone communication is the default setting for the phones in the school. To make a call outside the campus, the caller must first select an outside line by dialing “0”.

### Middle/Senior School

#### Daily Notices

- Each morning daily notices must be read to devotion groups. Notices will be found in pigeon holes before the start of day. To place staff notices write the message in the staff notices book held in the staffroom.
- Staff notices are displayed on the Staff Notice board and should be read each morning.
- Staff should regard the Daily Notice as the official daily method of communication.

### Changes to routine

- It is most important that the heads of Middle School and Senior School be kept informed of changes to routine. Please give maximum time to indicate changes to routine.
- Notification of room changes need to be given to receptionist or principal's secretary.

### Class Notice boards

- Notice boards are fixed in each classroom for use by staff to pin up material.

### Student notice Boards

- Located: Wall outside entrance to Student Reception area, eastern wall of classroom 2 and western wall of classrooms 10 & 11. Also outside Middle School Office and canteen entry.

### Newsletter

- The newsletter is delivered to students every Thursday afternoon, to be taken home to parents.
- The newsletter contains a calendar of events, student achievements and other important information for parents. The Principal also makes a weekly contribution to the newsletter.
- Items for the newsletter must be into the office by Wednesday morning.
- All staff members are expected to read the newsletter as it provides a reminder of coming events, but also of the great achievements our students are making every week at the school.

### Student Diaries

- All students receive a diary at the commencement of the school year, together with their timetables. The diaries should be used throughout the year to record homework, assessment tasks, excursions and other important events.
- Students in years 11 and 12 receive a Study Guide in which they develop and record their study program for each of their subjects.

### Internal Phone and Public Address system

- Phone numbers are placed in each staff and common room. Internal phone communication is the default setting for the phones in the school. To make a call outside the campus, the caller must first select an outside line by dialing "0".
- The public address system may be accessed from Administration building and staff rooms using the phone system, by dialing "\*3301".
- The public address system should only be used for important announcements by staff (no student use).
- The public address system is also used to communicate period changes and emergency alarms.