

# COMMUNICATION POLICY

*Learning through life*



**Woodlupine**  
PRIMARY SCHOOL

*Woodlupine Primary  
School*

*Learning Through Life*

# COMMUNICATION

## POLICY

Woodlupine Primary School acknowledges that effective communication is the key to success in building a positive relationship between home and school and this relationship plays a vital role in the education of our children.

## BACKGROUND

Communication is a vital part of creating and maintaining a safe, positive and efficient workplace environment. How interactions occur between parents, students and staff will affect how well the school functions and how information is communicated. As a 21<sup>st</sup> century school, we continue to utilise sustainable digital communication where possible. Parents are expected to ensure correct mobile numbers and email addresses are provided to facilitate communication.

It is expected that staff, students and parents will be respectful and polite in their personal and written communications. Abuse, threats, swearing, or intimidation are not tolerated.

## PERSONAL COMMUNICATION

Class/Specialist teachers welcome meetings with parents or guardians to discuss student:

- academic progress
- general behaviour
- homework
- assessment
- attendance
- social or emotional wellbeing.

Meetings are generally more effective when they have been scheduled in advance and the intent of the meeting is understood by all participants. School staff are expected to be clear about the nature of the meeting when requesting a parent interview. When parents or guardians request a meeting, we expect the requestor to be clear about the intent of the meeting. This enables both parties to be prepared for the meeting.



Appointments to meet with teachers can be made via the school office, directly by email or by hard copy letter. Appointments to meet with the Principal or Deputy Principals can be made via the front office.

Parents and guardians are encouraged to attend P&C and/or Board meetings to learn more about school operations.

## ELECTRONIC COMMUNICATION

Our school will use Connect, the Department of Education's secure online access program, as the primary means of notifying parents of upcoming events, replacing paper newsletters and notices. We also use our website and SMS service to communicate with our community.

# Communication is vital in our efforts to partner with families and communities to support student learning



## CONNECT

Messages will be emailed via Connect to community members using email addresses currently on record at the school. Message content will appear in emails. However, to open attachments parents will login to Connect.

A fortnightly newsletter provides a wide variety of important information and current news concerning school programs and activities. A hard copy is displayed in each teaching block.

School surveys are communicated electronically.

## STUDENTS WITH MOBILE PHONES

In line with Education Department policy, students are not permitted to carry or use a mobile phone on school grounds **except** under staff supervision:

1. to monitor a health condition; and/or
2. for a specific education purpose;

Students using smart watches must have them in aeroplane mode.

## STAFF WITH MOBILE PHONES

Staff are permitted to carry and use **personal** mobile phones under the following conditions:

1. The device is on silent mode or switched off in instructional areas;
2. It is not used while a staff member is on duty except under exceptional circumstances as defined by the Principal;
3. It is not used to record student activity or images of students; and
4. It is not used to access social media during instructional or duty times.

*Ref: <http://det.wa.edu.au/policies/detems/policy-planning-and-accountability/policies-framework/policies/student-mobile-phones-in-public-schools-policy>*

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## Contact Us

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