



# Woodlupine Primary School

29 Solandra Way, Forrestfield WA 6058

Tel: 9453 6928 email: [Woodlupine.ps@education.wa.edu.au](mailto:Woodlupine.ps@education.wa.edu.au)



## COMMUNICATION POLICY

### Policy

Woodlupine Primary School acknowledges that effective communication is the key to success in building a positive relationship between home and school. 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 also expect them to be clear about their intent. 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

Connect is the Department of Education's secure online access program. It is the primary means of communication by the school to notify parents of upcoming events, replacing paper newsletters and notices.

Staff will utilise Connect as a whole school approach to communicate with parents. Messages will be emailed via Connect to community members using their email addresses currently on record at the school. Message content will appear in emails, however to open attachments, parents will need to log in to Connect.

A newsletter is published fortnightly and distributed to parents via email. The 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.

All school surveys will be communicated electronically.