



STAR OF THE SEA

CATHOLIC PRIMARY SCHOOL GLADSTONE

Communication Policy - FINAL

Approved: April 2021 For Review September 2022

Policy Statement

As a faith-filled learning community which respects and nurtures the giftedness and dignity of all, Star of the Sea Catholic Primary School seeks to create safe, open and trusting communication between all stakeholders: staff, parents, students and the wider community.

Description

Relationships are central to the mission of Star of the Sea Catholic Primary School and must be characterised by our core school virtues of respect, courage and service and modelled on the example of Jesus. All stakeholders have a right to feel safe and respected. Each person has a valued role within the school and, conversely, has a responsibility to value the role and contributions of others with trust, honesty, an open mind, and kindness.

Additionally, the school has a responsibility to provide means of communication that are characterised by transparency, consistency and diversity, providing meaningful opportunities for education, collaboration and feedback.

Implementation Issues

Opportunities for Meaningful Communication

Star of the Sea will create opportunities for meaningful communication that promote close collaboration between students, parents, staff and the local community. All stakeholders will be regularly informed about goals, expectations, activities and learning.

The school will provide a range of formal and informal opportunities for prompt and meaningful collaboration which engages, recognises and respects the role that parents, students and staff play in the education process.

Procedures for Effective Communication

Parents have a responsibility to ensure they are truthful with the school in providing up-to-date information regarding their child.

All stakeholders should ensure that information is communicated only with relevant parties. Confidential information is managed in alignment with the Diocesan Education Council [Privacy Policy](#).

All grievances (which can arise when a person believes a complaint or concern has not been handled appropriately or where they believe their needs have not been adequately met) are to be handled in accordance with Diocesan Education Council's [Parent and Student Grievance Procedures](#) and the [Parent Code of Conduct](#).

The primary contact for parents and students with regards to student learning, relationships and concerns is the classroom teacher.

Matters not able to be resolved at this level may need the support of the School Leadership Team. In particular, matters that are sensitive, urgent or relating to the possible harm of a stakeholder should be communicated to the Principal / Leadership Team.

Personal Communication Devices

Personal communication devices include (but are not limited to) items such as mobile phones, electronic tablets and smart watches/ wearables. **These devices are not to be used by students during school hours.** The school understands there are times when possession of these devices can provide a sense of safety and security while travelling to and from school. These devices can be distracting in the classroom and can potentially impede on the privacy and safety of other stakeholders.

The school accepts no responsibility for replacing lost, stolen or damaged devices and requests that they are to be turned off or in silent mode and **kept in the child's school bag or in the school office during school hours**. The school reserves the right to ask that the device be taken to the school office if students are found to be using them in school hours.

Use of school devices for communication will be in accordance with Catholic Education's [ICT Code of Practice](#). Parents are asked to carefully monitor and support student electronic communication outside of school hours.



APPENDIX: School Communication Methods

Apart from formal and informal face to face meetings, communication with stakeholders occurs through a variety of mediums as follows:

SCHOOL NEWSLETTERS

School Newsletters are produced and distributed via email every Tuesday. When Monday has been a holiday, it is distributed on a Wednesday instead. Printed copies are not available. Instead, a copy is placed on the school website for ease of access. The School Newsletter is a vital link between parents and the school and the wider community. It contains relevant information regarding the school and current events within the school community. All parents are encouraged to take the time to read it each week.

EMAIL /TEXT MESSAGES

Email is our main communication tool between home and school. Newsletters and other important information are sent home via email, and teachers and parents often communicate through this medium. Text messages are also used to convey important information and reminders.

Please be aware of Diocesan Guidelines regarding electronic communication which recommends that staff will make every effort to respond to messages in a timely manner within their hours of duty which is usually between 8am and 5pm on weekdays.

PARENT LOUNGE

Parent Lounge allows parents to access report cards. It is also used for excursions, payments and booking Interviews. Login credentials are provided by the school. The Parent Lounge can be accessed via <https://401sosg.rok.catholic.edu.au/parentlounge>

SCHOOL FACEBOOK

Our School Facebook Page provides the community with a snapshot of our school life and important school messages. It can be accessed via <https://www.facebook.com/Star-of-the-Sea-Catholic-Primary-School-Gladstone-783971008358639/>

Please note that this is the only Facebook account officially linked to the school. Class messages and event information will only be distributed via email, SeeSaw (occasionally for younger classes and OSHC), text or the School Facebook page

SCHOOL WEBSITE

Our School Website provides the community with a variety of information including:

Important Events, Term Planners, Useful Links, Enrolment Information, School contacts and Useful information about our school and what we teach.

It can be accessed via the following link: <http://www.staroftheseagladstone.qld.edu.au/>

Reflection Material

[PRIVACY - Diocesan Education Council Policy Number: 2020/03 DMS: D19/10312](#) Version: 03 Approval Date: 13 March 2020

[RIGHT RELATIONSHIPS – PARENT AND STUDENT GRIEVANCE](#) - Diocesan Education Council Policy Number: 2019/02 DMS: D19/8066 Version: 04 Approval Date: 15 March 2019

[RIGHT RELATIONSHIPS – PARENT AND STUDENT GRIEVANCE PROCEDURES](#) – Catholic Education: Diocese of Rockhampton – Version 5 January 2019

RIGHT RELATIONSHIPS: [Parent Code of Conduct](#) – Position Statement

Information and Communications Technologies Code of Practice – Version 2 January 2018 - [Child/Student Early Learning and Care – Year 2](#)

Information and Communications Technologies Code of Practice – Version 2 January 2018 – [Primary Years 3 to 6](#)

Information and Communications Technologies Code of Practice – Version 2 January 2018 - [Staff](#)

Star of the Sea Catholic Primary School Gladstone Parent Handbook

[ROLE OF PARENTS AND CARERS IN CATHOLIC SCHOOLS, COLLEGES AND SERVICES](#): Diocesan Education Council. Policy Number: 2020/07 DMS: D19/6076. Version: 04 Approval Date: 28 August 2020