



Woodvale Primary School Communications Policy

RATIONALE:

At Woodvale Primary School we believe in developing positive partnerships with our school community to deliver quality education and care for all students. In support of this goal, staff, students, families, and visitors are expected to conform to the following Code of Conduct:

- Show **RESPECT** by considering how our actions and interactions impact on the well-being and experience of others. Be courteous to those around you and not reprimand or invade the personal space of staff, visitors, or children.
- Be **KIND** by treating others as we would like to be treated. Be positive in your interactions with other members of the school community. Show empathy and always assume the best intentions of others.
- Show **INTEGRITY** by doing the right thing, even when nobody is watching. This includes using appropriate pathways to address grievances with the school.
- Be **RESPONSIBLE** and take pride in our school. Behave as a role model, and positive representative of Woodvale Primary School, at all times.
- Be **DETERMINED** to commit to positive resolutions in support of our school's pursuit of excellence.

PURPOSE:

To ensure that all members of the Woodvale Primary School community understand:

- That the communication at Woodvale Primary School is carried out correctly and in a manner that complies with school, departmental and legal requirements.
- The communication pathways in use and the purpose for each of these.
- Our guiding principles for communication at our school.
- Our commitment to open and transparent sharing of information.
- How to address grievances through the appropriate channels.
- The school's policies and procedures for behaving in breach of the Woodvale Primary School Communications Policy.

SCOPE:

This policy applies to all individuals who are directly affiliated with Woodvale Primary School (Woodvale Primary School Community). This includes:

- All school staff members
- All students
- School P&C
- School board
- Family members/guardians of Woodvale Primary School students
- Consultants
- Contractors
- Pre-service and Visiting Educators
- Volunteers



GUIDELINES FOR IMPLEMENTATION:

All members of the School Community will be guided by the following rights and responsibilities:

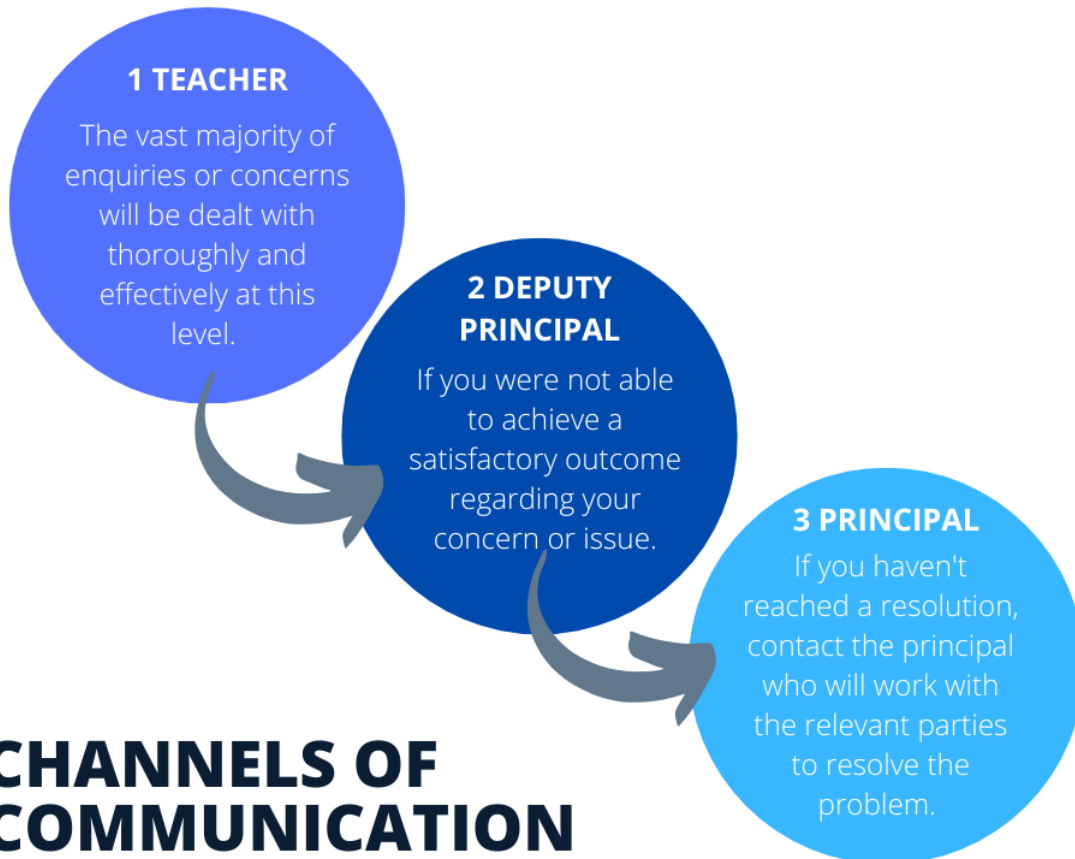
<p>At WPS, STUDENTS can expect:</p>	<p>At WPS, STUDENTS are expected to:</p>
<ul style="list-style-type: none"> • To be treated with respect by fellow students, staff, and visitors • To be safe from physical harm or verbal insults at school • To be greeted by all staff • Helpful and timely feedback about their learning and behaviour to guide self-improvement • Check-ins from the classroom teacher to foster a supportive relationship • To be listened to with an open and caring mind 	<ul style="list-style-type: none"> • Follow instructions with no back chatting • Communicate with respect by using appropriate body language and tone of voice • Seek clarification and help when required • Respect personal space of others • Make positive language choices • To make use of student diaries (in the upper years)
<p>At WPS, STAFF can expect:</p>	<p>At WPS, STAFF are expected to:</p>
<ul style="list-style-type: none"> • Open communication from other staff members • To be treated with respect by colleagues, students, and the community • Have student instructions be followed • Check-ins from colleagues to foster a supportive relationship • To be listened to with an open and caring mind 	<ul style="list-style-type: none"> • Communicate with respect by using appropriate body language and tone of voice • Respect personal space of others • Maintain regular Connect notices (once per fortnight as a minimum) • Engage in phone, email, or face to face contact regarding pressing concerns • Respond to emails within 48 hours (Monday to Friday) • Read and enact on all internal communication • Communicate in writing using Standard Australian English • Record family and student communication centrally on Integris for all staff to review • Be actively involved and present at all meetings • Adhere to the Department of Education Code of Conduct
<p>At WPS, COMMUNITY MEMBERS can expect:</p>	<p>At WPS, COMMUNITY MEMBERS are expected to:</p>
<ul style="list-style-type: none"> • Regular communication via newsletters, Connect notices and Facebook posts • A welcome to all school events • Responses to phone calls and emails within appropriate time frames • Reasonable reminders regarding upcoming events and payments • To feel welcome at all school community events 	<ul style="list-style-type: none"> • Communicate with respect by using appropriate body language and tone of voice • Respect personal space • Respect that face-to-face teaching time of educators is for teaching and learning • Pre-arrange times to discuss student progress • Maintain confidentiality • Refrain from public denigration of the school and staff



COMMUNICATION PLATFORMS	
Communication Avenue	Purpose
Termly Newsletter	A communication method for our community, available once a term, published on our school website to celebrate and report on school events.
Woodvale Primary School website	To provide an overview of our school, our educational programs, and all policies. Available at www.woodvaleps.wa.edu.au for community use and all viewers.
Woodvale Primary School email	Teachers and administration will endeavor to respond to non-urgent emails within a 48-hour period. For more urgent matters, a phone conversation may be warranted.
Telephone 08 9408 3800	A tool to communicate personal concerns and issues that cannot be discussed via email. Telephone communication is also useful for queries, reporting student absences and for urgent messages that need to be relayed to students and teachers. Administration staff will notify caregivers of injuries and behaviour incidences at the time via telephone.
Woodvale Primary School Facebook Page	A social media platform to communicate upcoming events and to share school celebrations with our online community.
Classroom Connect	A means of communicating class events and learning with student caregivers. This can be accessed via the Connect App or the web-based portal. Teachers will post fortnightly, as a minimum.
School Assemblies	Assemblies are held fortnightly (even weeks) on a Thursday morning to unite and connect as a school. These aim to recognise and share student achievement, whilst promoting significant events with students, teachers, and families. Assemblies are presented by leadership staff and student leaders and are hosted by a class of learners.
MGM Outreach	A group messaging software to notify individuals and groups of important messages via text messages. Most used for unexplained absences.
Face to Face Communication	Parents/caregivers can arrange meetings with teachers, in person or via email, to discuss matters relating to their children. In Term 1, Kindy, and Years 2 to 6 hold class meetings to share general information for families. Pre-Primary and Year 1 will offer one-on-one interviews.



ADDRESSING CONCERNS WITH THE SCHOOL:



CHANNELS OF COMMUNICATION

BREACHES TO THE EXPECTATIONS AS OUTLINED IN THIS COMMUNICATIONS POLICY:

Student communication that does not comply with the expectations outlined in this policy will be addressed by appropriate staff at Woodvale Primary School.

Communication deemed as in breach of this policy by staff and adult community members will be addressed by the Woodvale Primary School leadership team, and in accordance with the Department of Education's Code of Conduct where applicable.

FURTHER INFORMATION AND RESOURCES:

[Code of Conduct – Department of Education](#)

[Bullying in the Workplace Procedures – Department of Education](#)

[Complaints and Notification Framework – Department of Education](#)

[Records Management Policy – Department of Education](#)

[Student Behaviour in Public School Policy – Department of Education](#)