



## Communication Policy

POLICY APPROVED BY THE BOARD:

April 2014

DATE OF LAST REVIEW:

27 July 2020

SCHEDULED FOR REVIEW:

July 2023

### Background

Communication within the College context is multi-faceted and all aspects are essential for the correct and proper operation of the College. It is imperative that all communication within and beyond the College is carried out in a professional manner.

### Scope

Applies to all students, staff, parents and members of the wider College community.

### Policy

Good communication is the key to good relationships. King's College seeks to establish excellent relationships and to promote good communication with all of its stakeholders. Effective communication facilitates the smooth functioning of the College and assists parents, students and staff to work together effectively.

All staff have an obligation to support the aims and procedures outlined in this document and to assist the College achieve best practice in communicating with parents and the community.

### Aim

The correct conduct and management of effective communications is essential to the God-honouring operation of the College. This policy complements, but does not relate directly to the normal curriculum-based communication to be found within a classroom environment that is centred on teaching and learning.

### Methods of Communication

It is crucial that information is provided to the College community in a timely and punctual manner, and that it is accurate and exhibits a high level of professionalism.

- College website - The College website ([www.kings.vic.edu.au](http://www.kings.vic.edu.au)) is a public source of information about the College. It is updated on a regular basis to ensure that all information is current and correct. The website contains relevant information for the College community and the general public, including information about how to enrol in the College.
- King's News - The College newsletter is produced regularly during term times using iNewsletter. A link to the current edition of the newsletter is posted on Compass, and the College website.
- Information Evenings - various Information Sessions are held throughout the year. These include, but are not limited to: Early Years Parent Information Night, P-12 Information Night, Subject Selection and Career information, Parent-Teacher Interviews.
- Correspondence - information sent home to parents/guardians to advise them about excursions, incursions, visiting speakers, sports days, camps, competitions, class or subject activities.



- Social Media – the College maintains active Facebook and Instagram accounts. These are used to highlight activities occurring at the College or promote events coming up at the College.
- Annual Report – the College is required to produce an Annual Report each year. The last five years of annual reports are accessible on the College website.

## College Communication

Open, honest and timely communication between the school and parents is crucial. Communication between the College and parents occurs through:

- Parent-Teacher Interviews – which are schedule mid-semester twice per year to provide feedback and discussion focused on individual student learning. Students from Year 7 and above are encouraged to attend these interviews with their parents.
- Email – regular emails are sent to the parents using the Compass email system. These include individual emails, class emails and College wide emails.
- Compass Posts – these are regular short announcements posted in the Compass feed to advise parents, students and staff of coming events and activities.

## Regulatory Communication

There are methods of written communication are required to meet College administrative, legal or government regulations. For all of those situations that follow, verbal advice is insufficient. In the event that parents/guardians provide verbal advice, they are required to follow this up with written communication (email is sufficient) to the College.

- Uniform - when a student is unable to wear the full correct uniform, for whatever reason, a parent/guardian is required to provide a note explaining the reason why correct uniform is not being worn.
- Absence - when a student is absent from school for all or part of a day, a parent/guardian is required to write a note of explaining the reason for the absence. This advice can be emailed to [absent@kings.vic.edu.au](mailto:absent@kings.vic.edu.au) . For absences of more than two consecutive days, VCE students are required to provide a medical certificate to the VCE Coordinator.
- Late arrival/early departure notification - students who arrive late to school or who are departing early from school must be signed in or out at Reception (on the Compass Kiosk) by a parent/guardian/responsible adult. Students departing early must provide a note from a parent/guardian to the classroom teacher explaining the reason for the early departure.
- Advanced notification of planned student absences is required. This can help students, families and staff effectively plan and cater for extended absences.
- Advice to the Principal of the intention to withdraw the enrolment of a student - refer to the *Enrolment and Attendance Policy* for specific requirements.



## Review Record

Original Approval Date: April 2014

Review Date	Notes on Review
May 2020	Email and website addresses updated – D RIZZO
27 July 2020	Formatting Update – S PHILPOT Reviewed and Approved – A ROUSE - Communications Procedures split into a separate document