OZFORD College

COLLEGE COMMUNICATION POLICY

Approving authority	Executive Management Team
Purpose	This policy has been developed to ensure Ozford College has effective communication and processes between school community members to meet professional standards and legal obligations
Responsible Officer	Principal
Associated documents	All policies and procedures

1. RATIONALE

Ozford College (the College) is committed to open, transparent and effective communication with all stakeholders.

The College has a variety of means to establish effective communication. The aim of this policy is to ensure that:

- effective communication between all school community members takes place
- processes are in place which allow for open and honest communication amongst all school community members
- confidential information is managed in a manner consistent with community expectations, professional standards and legal obligations
- clear, positive and fair processes and guidelines are provided which allow issues or concerns to be aired and resolved in a timely, effective and respectful manner

2. SCOPE

This policy applies to all staff and students:

- full time, part time, casual, permanent or temporary;
- contract or commission workers;
- volunteers, vocational and work experience placements;
- full time and part time students.

It applies to staff in all their work-related interactions with each other, and with customers, contacts or clients.

It applies to staff while in the workplace or off site, at work-related functions (including social functions and celebrations), while on trips and attending conferences.

3. POLICY

3.1 Electronic communications will be the primary means of communicating within the school community.

3.2 All policies and procedures will be published on the College website and intranet.

3.3 Staff, student and community communication will be via the website, newsletters and email communication.

3.4 The College monitors and reports to the school community on its performance annually.

3.5 There is regular face to face communication (in person or via video software) through Open Days and other informal events that the community is encouraged to participate in.

4. PROCEDURES

Annual report

4.1 The college will provide an annual report that makes available to the school community information concerning the school's performance at least once a year.

4.2 The Annual report information will include:

- a description and analysis of student learning outcomes achieved by the school's students in state wide tests and examinations in which the school participates for—

  o the current year; and

  o the previous 2 years; and

- a description and analysis of rates of student attendance for the year; and

- a report of the school's financial activities; and

- information required under regulation 60 of the Australian Education Regulations 2013, which lists the information a school must make publicly available as a condition of Commonwealth funding and details of how the school community can access the information

4.3 The annual report will be published on the College website and supplied to the VRQA.

Communication with Parents and the community

4.4 Parents are encouraged to contact the College in a timely fashion about any concerns they have regarding the operation of the College and in particular in relation to concerns about the welfare of their children.

4.5 Parents and caregivers wishing to make an appointment with a staff member should do so through the front office or the Student Welfare Officer, to ensure a mutually agreeable time.

4.6 Teachers who wish to speak to parents and caregivers will discuss the matter first with the High School Coordinator and Student Welfare officer who will contact the parent/caregiver to arrange an interview and support the discussion.

Communication with Staff Members

4.7 All staff members are issued a personal college email address and staff handbook during staff induction. Emails are to be checked on a daily basis as it is the main form of communication.

4.8 Staff are expected to follow the College business protocols with emails. Staff email addresses are on the network email global contact list. Staff name, title and contact details at Ozford should be displayed at the end of each of emails, on your signature line using the Ozford College format.

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Last update and implemented: March 2022 To be reviewed: March 2024

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4.9   All emails sent to staff should be responded to promptly (within the business day or next business day if received late in the day) and politely. Acknowledgement of receipt of an email portrays a professional and efficient image.

4.10   Social media use is restricted at Ozford and must be pre-approved by the Head of Department for work related reasons.

4.11   Staff should communicate directly and in person with the High School coordinator or with another staff member. The best communication tool is face-to-face interaction. If this is not possible or appropriate, staff are expected to communicate via video software (Zoom), telephone or email.

4.12   Email communication may be necessary when written correspondence forms part of the documentary evidence.

5   FEEDBACK

Feedback or comments on this policy and procedure is welcomed by the listed responsible officer.

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