



*Learn together,
Grow together,
Achieve together*

Beaumaris

Primary School

Communication Guidelines

*Supporting School and
Community Communication*



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Rationale

The Community Communication Guidelines assists in building an open, trusting and effective communication system for the whole school community. By providing clear and defined guidelines of communication procedures, locations and systems, ensures **everyone** is working together to meet the needs and of our school community.

Communication Objectives:

- To consistently provide clear, open, effective and transparent communication for all stakeholders of Beaumaris Primary School.
- Facilitate awareness, understanding, involvement and learning via an effective communication strategy.
- To attract and act on feedback to and information to continually improve the operations and communication at BPS.

Implementation

Communication is fundamental to all that we do. A clear and concise guideline offers the scaffolding for ease in communication with all stakeholders within the Beaumaris Primary School Community.

To implement this:

- The Guidelines will be included in the BPS Guide to the Community, to ensure all new parents and caregivers are made aware of the Communication Guidelines.
- The Communication Guidelines will be uploaded to, and available on, the school website.
- Adjustments, new initiatives and modifications will reflect the growth and evolution of the school.
- The staff induction process will continue familiarization of the Communication Guidelines.
- The BPS Communication Guidelines has been endorsed by the School Board and Principal.



Guideline Principles

To ensure:

- All communication is directed to the successful development of our students and our school community.
- That expectations, guidelines and standards are clearly articulated to all current prospective students, staff, parents, families and other community members.
- Communication is appropriate in manner and content:
 - That communication is respectful.
 - The proper consideration is given to the individual needs and characteristics of the recipients.
 - That communication does not, and is not used to, discriminate, bully, harass or offend in any way.
 - That communication is courteous and appropriate for the work place; and
 - That it complies with professional standards and legal obligations.
- The mode of communication is appropriate:
 - Effective, informative and relevant communication occurs between all school community members.
 - Processes are in place for an open and honest communication amongst all school community members.
 - All communication is optimized, efficient, properly targeted and timely.
 - Communication is considered holistically, and considerate of multi-modal strategies.
 - Proper consideration is given to the individual needs and characteristics of recipients.
- That confidential information is managed in a manner consistent with community expectations, professional standards and legal obligations.
- That 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.
- This Guideline can be read in conjunction with the Department of Education Engagement Charter.

Responsibilities

Administration

The Principal is responsible for managing all school communication (including delegation of communication management), alongside staff.

P&C

- The P & C communicates with the school community on events, projects and fundraising and works alongside the school ensuring clarity.
- The primary mode of communication is during the P & C meeting (held twice a term), and subsequent minutes of meetings.
- All correspondence regarding P&C business should come through the President and Principal.

School Board

- The school board communicates with the school community on a strategic direction, overall school performance and school satisfaction.
- The primary mode of School Board communication will be the Board meeting (held once a term, or as required), and via minutes on the school website.
- In additions to Board meetings, the Chairman will be in regular contact with the Principal regarding School Board activities.

Parent Representatives

- The role of a Parent Representative is to provide a clear line of communication from the P & C to parents, and to communicate with parents and students (within the classroom) regarding social events and class events.
- All correspondence regarding school and classroom business must come through the teacher.
- Email communication must follow this guideline to maintain parent privacy.
- For further information see BPS Roles and Responsibilities of the Parent Representative guidelines.

Communication Mode Guidelines

Communication Type/Mode	What information is here?	Frequency/Description/Details	Audience	Prime Accountability
Website	About Us – School Overview Newsletter Term Planner School Policies – Business plan, operational plan, Curriculum School Board Staffing Canteen Uniform Shop School Times Uniforms School Chaplin Book Lists Parent Notes P & C Beaumaris Bits Enrolments Significant events	24/7 http://www.beaumarisps.wa.edu.au/	All staff, parents, guardians, wider community	Manager Corporate Services Communication Officer
Newsletter	Key information Celebrations and innovations Stories/Achievements Significant events Admin replacements	2- 3 per term Key information for parents Distributed via - School Stream Website	All staff, parents, guardians	Manager Corporate Services Communication Officer
Email	Informing parents of awards or merit Teacher – Parent communication Reporting to Parents Interim Report Leave of absence – Teachers and their replacements Admin replacements Continuity messages – eg, changes in teacher roles, tandems arrangements etc	As required	Parents and guardians	Manager Corporate Services Communication Officer
Facebook Pages	Beaumaris PS https://www.facebook.com/beaumarisprimaryschool	PR information Celebrations/innovations Event reminders	All staff, parents, guardians, wider community	Manager Corporate Services Communication Officer Principal
	Beaumaris P & C https://www.facebook.com/beaumarispandc	Event management Promotions and Fundraisers		P & C President
	Beaumaris Parent reminders	Informal communication, incident specific		P & C President
Compass	Event announcements and reminders Health Newsletter distribution Significant events	Music, Assembly, Cross Country etc Head Lice etc Event reminders	Parents and guardians	Manager Corporate Services Communication Officer
SMS	School emergency notification Important updates	Mass communication based on an incident Changes – Delays, cancellations	Parents and guardians	Manager Corporate Services Communication Officer
Paper	Planned events – Letters to inform and permission slips	As required	Parents and guardians	Manager Corporate Services Communication Officer
Face to Face	Teacher /Parent interviews Parent information sessions	Term one – Interim report cycle or as required. Protocol –booking a time for convenient to all parties. Learning Journey Term 3	All staff, parents, guardians	Classroom Teachers/Parents

Assemblies	Celebrate and showcase – Window into the classroom <ul style="list-style-type: none"> All classes to present with their buddy class Showcase Assembly – Specialist Areas, Awards Assembly 	Class assemblies – One per year Showcase assemblies - Two per term	All staff, parents, guardians	
Class Representative	Family get togethers Forwarding correspondence from school &/or P and C	As required	Parents and guardians	Nominated Class Representatives
Seesaw	Student driven digital portfolios and simple parent communication	Classroom Teacher approval required.	Students, parents, guardians.	
Student Diary	Communication avenue between home and school	As required	Students, parents, guardians.	
Phone Call	Child specific information Accident/emergency	As required	Parents and guardians	Manager Corporate Services Communication Officer
Schools Online	Annual reports, student results and details of local-intake areas for student enrolments.	Ongoing	Staff, parents, guardian, community	
Staff Bulletin	Minutes from staff meeting Reminders Celebrations	Weekly Distribution - Email	Staff	Manager Corporate Services Communication Officer

Parent Placement Requests

The school undertakes a comprehensive process to determine classes for the upcoming year in consultation with relevant staff and administration as needed. We work with families to take into consideration where possible choice of days for Kindergarten to coincide with care arrangements. In addition, we consider other specific educational needs that the school may not be aware of for the most appropriate placement of your child. You are most welcome to outline this to the attention of the principal outlining the specific educational needs of your child. If needed the school will coordinate a case conference to discuss these needs before finalising placement into the new year.

Concerns and Complaints

Do you want to speak with someone at your school about a particular enquiry or concern?

As a parent or guardian you play a vital role in your child's learning. Building a positive relationship between home and school plays an important part in the education of your child. Effective communication is the key to the success of this relationship. Beaumaris Primary School is committed to responding promptly and helpfully to your enquiries, concerns, suggestions and compliments.

Further information can be found at the Department and Education [Disputes and Concerns](#) web page.