



St Pius X High School

Communication Policy

Rationale:

It is essential that staff members of the school communicate information to Parents, Carers and others in a professional manner to protect the rights of individuals, to uphold our duty of care to students, and to comply with CSO and legal requirements.

Aims:

To ensure that the communication of information is carried out correctly and in a manner that complies with school, CSO and legal requirements.

Implementation:

- **St Pius X High School, Adamstown**, has a policy of open and cooperative communication.
- This practice however recognises that staff members have legal, CSO, local, professional and social obligations with regards the communication of information.
- Action may be taken by individuals, the CSO or organisations against staff members who choose to communicate information improperly.
- The school provides both formal and informal mechanisms of communication for use by all stakeholders interested in a student's education and wellbeing. The specifics of these mechanisms are as described in the points below.
- We will provide two written reports for students each year, two parent-teacher interviews per year, additional interviews upon agreement, and an annual report for the community.
- We will communicate with parents/carers/students in appropriate ways on a regular basis.
- We will publish the School Newsletter, "The Lion", every fortnight and send it home via the youngest child.
- The School Portal is a very valuable repository of information for parents/carers/students/staff. It contains Announcements, School Calendar dates, Newsletters, School Documents (including Policies), Student Notes and many other pieces of information. The Student Section of the Portal contains extremely useful curriculum related material for students.
- The School Website is also a very useful reference point for parents/carers/students/staff.
- Parents/Carers requiring assistance or information from the school may contact the school Receptionist by phone, email or in person. The receptionist will then put the parent/carer in contact with the appropriate person. Alternatively, parents/carers may contact staff members by writing a letter.
- The Information Privacy Act and the Health Records Act 2001 require that schools protect the interests of individuals with regard to their personal information and respect the individual's right to control how their personal information is used, and for what purpose.
- The school will only collect consensual information that it requires about individuals, and will only communicate and disclose information for the purposes for which it was collected.

Adopted 2006
Reviewed 2008

- Any person seeking information from the school that falls outside the school's previous practices must be directed to the Principal who may require that a formal written Freedom of Information request be made. The Principal will inform CSO of any such requests.
- Information sought by police, including interviews of students must be directed to the Principal.
- All staff will comply with court subpoenas to provide information at all times.

Evaluation:

This policy will be reviewed as part of the school's five-year SEVDEV cycle or earlier as required.