Communications Policy

VISION STATEMENT

Geraldton grammar school will provide outstanding education and a strong sense of community, cultivating people of integrity, independence of mind and a love of learning.

VALUES

• Respect   • Responsibility   • Inclusivity   • Perseverance

Introduction	This statement outlines the Geraldton Grammar School policy on internal and external communication.
Scope and application	Policy applies to all employees of Geraldton Grammar School.
Related legislation and guidelines	Reference to professional learning and best practice communication from Edge Communications (Perth) Reference to Communications Policies from Oxford College, Bindoon Primary School, Aranda Primary School, Saint Mary MacKillop Primary School, and The Illawarra Grammar School
Related Policies	Email Policy, Complaints Policy Parents and Students, Whistle Blower Policy, Staff Code of Conduct, Student Code of Conduct
Evaluation	Biennial

Date	Action (issue, reissue, amendment, replacement of pages, etc)	Initials
26/03/17	Implementation of new policy	NJE
11/04/17	Amended	NJE
28/05/19	Amended	NFT
30/05/19	Amended	NFT/DLE
14/06/21	Updated Key Staff Contacts	JWN

COMMUNICATIONS POLICY
(To be read in conjunction with the Email Policy)

RATIONALE:
Geraldton Grammar School is committed to open, transparent and effective communication.
The School has a variety of means to establish effective communication. This policy's implementation enhances the quality of the school community through:

- Promoting understanding and co-operative teamwork between the School, parents/guardians/carers and students
- Promoting the active participation of the whole school community in effective communication
- Providing school expectations regarding communication standards
- Ensuring processes are in place which allows for open, honest and timely communication amongst all school community members
- Ensuring that confidential information is managed in a manner consistent with community expectations, professional standards and legal obligations
- Providing clear, positive and fair processes and guidelines which allow issues or concerns to be aired and resolved in a timely, effective and respectful manner

THE DIFFERENT FORMS OF COMMUNICATION WITH THE COMMUNITY:
Electronic communications will be the primary means of communicating within the school community. This includes the school website, email communications, SEQTA direct messages, Seesaw, the newsletter, Beacon and social media accounts such as the P&F Facebook page, the School Facebook page and the School's Instagram account.

Email
Email is our most commonly used form of communication to parents. Please ensure the School is informed if emails addresses change.
All staff will respond to emails within 24 hours during business hours. Emails may or may not be responded to when staff are on holidays or weekends.

SEQTA Engage
SEQTA Engage is an integrated online environment which allows parents and guardians to be kept up to date on their child's learning and wellbeing at school.
It allows families access to:

- Student assessment- due dates, results and feedback on all assessments
- School Reports
- Formally set homework
- Wellbeing and student behaviours
- Positive behaviour and uniform feedback
- Timetables
- Daily notices
- Teacher's names
- Lesson outlines and resources

Parents can access SEQTA Engage on a computer/laptop or download it as an app from Apple App Store or Google Play to be saved on their mobile or tablet device.

Facebook
News, events, student achievements, excursion information, photos, etc are posted on the School's Facebook page. Please like and follow us on:
https://www.facebook.com/geraldtongrammarschool/

We encourage parents to interact with our Facebook page by liking our posts regularly as this tells Facebook that you like our stories and Facebook will then continue to place our articles in your news feed.

Geraldton Grammar School Website
Our website contains important information regarding the School's operations and policies and provides an overall information source of the school's operations.
https://geraldtongrammarschool.wa.edu.au/

Instagram
Through the media of photography, we capture our key events, important news, camps and much more and share them on Instagram. Please like and follow us on:
https://www.instagram.com/geraldtongrammar/

Seesaw
Families with children in junior kindergarten to year 2 are invited to connect to the Seesaw App. This provides families with real-time updates from the class teacher. Teachers can share photos, videos and messages with parents as a group or individually. Seesaw allows students learning and achievements to be shared with families, enabling them to discuss and celebrate at home with their child.

Families can access Seesaw on a computer/laptop or download it as an app from Apple App Store or Google Play to be saved on their mobile or tablet device. Each student has their own unique QR code that will be provided by the class teacher at the start of the school year.

School Newsletter
Every fortnight a newsletter is created through Schoolzine informing the reader about upcoming events and reminders relating to school uniform, exams, excursions etc. The newsletter is emailed to all families, is posted as a link on the school Facebook page, uploaded to the school website and can be accessed through the Schoolzine app.

Schoolzine App
In addition to reading the newsletter, parents can use the Schoolzine app to notify the school of absent students, view the canteen menu and access various forms and documents. The Schoolzine app is also used occasionally to send messages regarding student pickups after camps.
Parents can access the Schoolzine App by searching 'SZapp' in the Apple App Store or Google Play.

Beacon

Twice a term the school publishes The Beacon which showcases events, news and achievements from the previous weeks with articles from staff and students. The magazine-style publication is emailed to all parents and the alumni community. It is shared on the school Facebook page and can also be found on the school website.

FAMILY AND STUDENT INFORMATION:

It is the responsibility of parents/guardians to contact the School should there be any changes to family and/or student information.

For example:

- Change of address.
- Change of phone number/s.
- Change to the family situation.
- Change to student medical information.
- Change to emergency contacts etc.

At the beginning of the school year, each family will receive a copy of their 'Family /Student Details' from the School's database, either at Meet and Greet or by mail. Parents/guardians are required to review the information, make any changes, sign the document and return it to the School. Once received, Administration staff will make any noted changes on the school's database.

COMMUNICATION WITH THE SCHOOL:

At Geraldton Grammar School we believe that parents are a crucial part of the three-way partnership that maximises student learning and enhances the school experience. Parents should be comfortable contacting all staff members and should feel that they are being listened to and that their concerns are being addressed in a timely and professional manner. We encourage all staff to make contact either face to face, through email, phone calls, Seesaw or through SEQTA the School's online learning management system. We also encourage parents to make contact with teachers via email or phone and to organise face to face meetings if required.

Parents and carers wishing to contact the staff about a matter related to school have a number of options.

In primary school, parents should contact the class teacher directly by email, in person or by writing a note in the student diary. If the matter is urgent or of another nature, the Head of Primary may be contacted through the administration office or directly via email.

Parents/ guardians of year 7 – 8 students should telephone/email administration or contact the classroom teacher directly if it is a classroom issue. If the matter is urgent or of a nature other than academic, the Year 7/8 Co-ordinator may be contacted through the administration office or directly via email.

Parents of year 9 - 12 should telephone/email administration or contact the classroom teacher directly if it is a classroom issue. If the matter is urgent or of a nature other than academic, the Head of Secondary School may be contacted through the administration office or directly via email.

All parents are encouraged to contact the school regarding serious matters/concerns about their child that they feel have not been addressed. The Complaints Policy Parents and Students, is on the school website and outlines the processes to be followed.

Key staff contacts:
Principal – Mrs Neesha Flint neesha.flint@gegs.wa.edu.au
Deputy Principal – Mr Derek Lange derek.lange@gegs.wa.edu.au
Business Manager – Mr Craig Jerrard craig.jerrard@gegs.wa.edu.au
Head of Primary School – Mrs Berrice Lodge berrice.lodge@gegs.wa.edu.au
Head of Secondary School – Mr Simon Moffatt simon.moffatt@gegs.wa.edu.au
Head of Early Learning – Mrs Jayne Caley – jayne.caley@gegs.wa.edu.au
Year 7/8 Co-ordinator – Ms Sharon Cole sharon.cole@gegs.wa.edu.au
Administration – Telephone 9965 7800 email ggs@gegs.wa.edu.au