



Communication Policy

January 2018

Summary

This information applies to Beit Shalom Hebrew Language School

Table 1: Document Details

Policy Number	BS11
Related Policies	All Ethnic Schools Policies and Procedures
Version	1.1
Created By	Ethnic Schools Policy Officer: Kate Quane
Reviewed By	Beit Shalom Board of Management; Ruth Gilbert
Applies to	Beit Shalom Hebrew Language School
Key Words	Staff communication; internal communication; external communication; policy communication.
Status	Approved
Approved By Executive	Beit Shalom Board of Management
Approval Date	5 February 2018
Review Date	February 2019

Table 2: Revision Record

Date	Version	Revision Description
February 2017	1	New policy developed
January 2018	1.1	Revised and Adapted by Beit Shalom. Removed references to School notice board, privacy act.



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Introduction

Beit Shalom Hebrew Language School believes clear, respectful, accurate and timely communication between staff, students, parents and the school community is very important. Beit Shalom Hebrew Language School communication policy outlines mechanisms that the school will use for internal and external communication. This policy also outlines the purpose and frequency of communication channels use by the school.

This policy should be read in conjunction with all Beit Shalom Hebrew Language School policies.

Policy

All communication will be respectful of confidentiality and privacy. Beit Shalom Hebrew Language School will monitor and improve as necessary its communication processes. The following sections of the policy outlines Beit Shalom Hebrew Language School expectations for sharing information both internally and externally and how the school will communicate all of its policies to staff, students, and parents.

Sharing Information

The sharing of information is important in the day-to-day functioning and operation of Beit Shalom Hebrew Language School. Information sharing can improve the teaching and learning at Beit Shalom Hebrew Language School. It is important that staff are aware when it is ok to share information, what information can be shared and when consent is required before sharing information.

The Beit Shalom Hebrew Language School Data and Information Policy outlines protocols around the collection of personal information. In the event of an Emergency or Critical Incidence, staff are cautioned about sharing information to avoid speculation and rumour. The Beit Shalom Hebrew Language School Emergency and Critical Incidence Policy outlines the debriefing process in the event of an Emergency or Critical Incidence and the acceptable procedures for sharing information.

Internal Staff Communication

Beit Shalom Hebrew Language School uses a variety of communication channels to ensure accurate and up-to-date information is shared. The following sections outline how Beit Shalom Hebrew Language School communicates with staff, parents, students and the wider community. Beit Shalom Hebrew Language School has endeavoured to identify all types of communication

Staff at Beit Shalom Hebrew Language School have a responsibility to maintain a duty of care to students entrusted into their care during school hours. At Beit Shalom Hebrew Language School we expect staff to be familiar with all school policies and procedures. The school also expects that all staff are well prepared for lessons. To ensure that staff are well informed, Beit Shalom Hebrew Language School has identified the following mechanisms to communicate with staff and have outlined the purpose, action and frequency of the communication.

Mechanism	Purpose	Action	Frequency
School Improvement Process	To review current school practice and procedures and set goals for strategic planning	Review all policies and procedures Obtain feedback from staff, students and parents about current school practices and procedures	Every 3 years



Policy Handbook	Ensure the duty of care and well-being of all members of the school	Staff to access in their own time	Start of the school year or as policies as reviewed and updated
Email	To communicate key events, policies, ideas and achievements in the school To share information and documents	Open to all staff Staff required to check and respond to emails at least once a week.	Ongoing
Staff Meeting	To provide information, raise issues, plan and discuss school management, activities and programs	Whole staff meetings held once a term	Once a term

- Communication with colleagues should be conducted in a professional and courteous manner
- Confidentiality and privacy are to be respected and maintained at all times
- All forms of communication with colleagues should reflect an understanding, empathy and respect for individual circumstances, differences and needs
- If you are concern or uncomfortable about matters that have been communicated to you refer it to your line manager or Principal.
- It is your responsibility to report any breaches of this policy to your line managers or Principal

Community communication

Beit Shalom Hebrew Language School uses a variety of channels to communicate with the wider Beit Shalom community. Currently, Beit Shalom Hebrew Language School uses the following mechanisms to inform the community of policies and procedures, events, and progress of students.

Mechanism	Purpose	Action	Frequency
Community Newsletter	To inform the wider community of events, progress reports and achievements	Published by the school authority	Once a month
Beit Shalom Facebook page	To inform the wider community of events, progress reports and achievements	Administered by the rabbi/principal	Before or after special events



Student communication

When communicating with students, Beit Shalom Hebrew Language School will use similar mechanisms as when communicating with teachers and community. The language use may not be as sophisticated but the message will have all the key facts and information

Mechanism	Purpose	Action	Frequency
Email	To communicate key events, policies, ideas and achievements in the school To share information and documents	Open to all staff Staff required to check and respond to emails at least once a week.	Ongoing

Parent communication

Communication between the school and parents will occur on a regular basis.

- Ensure communication is courteous, open and respectful
- Listen actively to any concerns, seeking clarification when necessary to better understand the situation
- Defer any meetings to a later time if a resolution cannot be achieved
- Any written communication to parents must be checked by the Principal to ensure accuracy and clarity of information.

Parents will receive formal school correspondence through:

Mechanism	Purpose	Action	Frequency
Enrolment Package	To ensure accurate record keeping	Provide parents with an enrolment form which must be read, signed and return to the school	Once a year at the start of the school year or given upon enrolment
School Correspondence	To provide parents/carers with details of school programs and activities	Sent home with students as required Inform parents of a case of an infectious disease/ notifiable illness/ upcoming excursions or incursions	As required
Permission Notes	To seek permission from parents for their child/children to participate in school activities	Excursion notes Incursion notes Given to parents two weeks prior to the event	As required
Email	To communicate key events, policies, ideas and achievements in the school	Open to all staff Staff required to check and respond to emails at least once a week.	Ongoing Weekly.



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	To share information and documents		
Student Reports	To communicate progress of a students' learning	Teachers to write report and Principal to check before sending home to parents	Once a year



Communication of Beit Shalom Hebrew Language School Policies

Beit Shalom Hebrew Language School has several policies to ensure that the duty of care of students, staff and volunteers are upheld and to meet the requirements of a Child Safe Environment. Beit Shalom Hebrew Language School will have a hardcopy of all policies that staff and parents can peruse. Staff will be provided with an electronic version of the school's policies. The table outlines how Beit Shalom Hebrew Language School will communicate the policies to staff, students and parents.

Policy	How will Beit Shalom Hebrew Language School communicate policies to:		
	Staff	Students	Parents
Risk Management Policy	Policy handbook provided on USB Staff required to sign a register to state that they have read and understood the requirements of the policy		Available at the front office for parents to peruse Open Day/Night
Child Safe Environments Policy	Policy handbook provided on USB Staff required to sign a register to state that they have read and understood the requirements of the policy		Available at the school office for parents to peruse
Internal Recruitment and Selection Guidelines	Policy handbook provided on USB		
Enrolment Procedures	Policy handbook provided on USB		Parents will complete an enrolment form on an annual basis and return to the school.
Media Release and Photography Policy	Policy handbook provided on USB		Parents will be made aware of the policy upon enrolment
Complaints and Grievances Policy	Policy handbook provided on USB Staff are informed that it is unacceptable to air concerns or grievances on social media and that if they have a concern to talk to the Principal or The Ethnic Schools Association	Students are informed that it is unacceptable to air concerns or grievances on social media and that if they have a concern to talk to a staff member.	Available at the school office for parents to peruse



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Student Code of conduct	Policy handbook provided on USB	Discussed with students upon enrolment and again during the first lesson of the year	Parents will be made aware of the policy upon enrolment
Teacher Code of Conduct	Discussed with staff at the interview. Staff and volunteers to sign at the start of the school year. Policy handbook provided on USB		Policy available on request
Behaviour Management Policy	Discussed with staff at the interview. Policy handbook provided on USB	Discussed with students upon enrolments and again during the first lesson	Parents will be made aware of the policy upon enrolment
Anti-Bullying Policy	Policy handbook provided on USB	Discussed with students upon enrolments and again during the first lesson	Parents will be made aware of the policy upon enrolment
Medication, Accident and First Aid Policy	Policy handbook provided on USB When medical notification forms come to the school, staff will be made aware of the students that may require medical attention When a staff member enrolls in a first aid course, they will be reminded of the policy so they are aware of the school procedures	Students will be informed during the first lesson of what to do if they have an accident or if they see an accident.	Parents will be made aware of the policy upon enrolment Parents to return signed forms of any ongoing medication that their child/ren require during school hours.
Immunisation and Infection Control Policy	Policy handbook provided on USB	Students will be given information in the event that a notifiable disease is detected during school hours	School to contact home in the event a notifiable disease is detected during school hours. Parents will be made aware of the policy upon enrolment
Student Attendance Policy	Policy handbook provided on USB	Discussed with students during the first lesson	Parents will be made aware of the policy upon enrolment
Emergency and Critical Incident Policy	Policy handbook provided on USB	Students informed of evacuation procedures during the first lesson. Evacuation procedures are prominently	Policy available on request



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		located in all rooms and areas. Evacuation drills will occur annually	
Supervision of Students Policy	Policy handbook provided on USB	Students will be made aware of break times, the permitted areas they can be during a break and the requirements of before and after school	Parents will be made aware of the policy upon enrolment
Excursions and Incursions Policy	Policy handbook provided on USB		Policy available on request
Hot Weather Policy	Policy handbook provided on USB		Parents will be made aware of the policy upon enrolment
SunSmart Policy	Policy handbook provided on USB At the start of school, teachers will be reminded of the importance of being SunSmart	Teachers to highlight and model the importance of being SunSmart. Prior to break time during the months of September to April, teachers are required to remind students of how to be SunSafe.	
Screening DVDs and Movies Policy	Policy handbook provided on USB		Parents will be made aware of the policy upon enrolment.
Special Needs Policy	Policy handbook provided on USB		
Data and Information Management Policy	Policy handbook provided on USB		
Occupational Health and Safety Policy	Policy handbook provided on USB		Policy available on request
Communications Policy	Policy handbook provided on USB		
Visitor and Parental Volunteer Policy	Policy handbook provided on USB		Parental Volunteers will be provided a copy of the policy when they start at the school



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Other Relevant Documents:

The Ethnic School Association Roll Book. Available from the Ethnic Schools Association

Ombudsman SA (2008) Information Sharing Guidelines for promoting safety and wellbeing.

<http://www.ombudsman.sa.gov.au/wp-content/uploads/ISG-Guidelines1.pdf>