



COMMUNICATION POLICY

"The School's policies which are made from time to time are made pursuant to the requirements set out in section 47 of the Education Act and of the Board of Studies for registration for the school."

Policy and Procedure

Sherwood Hills Christian School aims to create and maintain an open form of communication with stakeholders interested in a student's education and wellbeing. This may include communications between some or all of the following: student; parent/guardian or other significant family member of the student, teacher, Principal, representative or an appropriate government, welfare, health or other authority.

Parents/Guardians are informed at the time of enrolment that they have the right to request a meeting with a teacher or the headmaster at any mutually convenient time throughout the year. Parents are also able to be asked to come into the school as required by the classroom teacher or the headmaster.

Stakeholders are also informed of their responsibilities with relation to the following communication devices:

- Monthly school newsletters (signed upon receipt on a correspondence record)
- the student diary (signed on a daily/weekly basis)
- discipline action notices (signed and returned)
- assignment result notices (signed and returned)
- failure to complete notices (signed and returned)
- uniform violation notices (signed and returned)
- failed assessment notices (signed and returned)
- Bi-Annual Report Cards

All school correspondence is sent home with each individual family member, or the oldest family member. General school newsletters are also placed on the school website.

Parent/Teacher interviews are held twice a year, at which time a student's progress and needs are discussed.

Sherwood Hills Christian School believes that open lines of communication between the school and stakeholders are beneficial in facilitating the academic and behavioural progress of each student.



Procedures For Student Messages

When a parent/guardian/carer calls the school office to pass a message on to a student or students, the follow procedures need to be followed:

1. Write the message down immediately. It doesn't matter what the staff member is in the middle of, it must be written down immediately. The message should be written in the carbon telephone message book so that the school retains a copy of the message.
2. If the message is URGENT, locate the student and contact the classroom via the school phone network to relay the message to the supervising teacher/staff member and the student.
3. If the message is NOT urgent, take the written message to the student during their break and hand it to them personally as well as informing a staff member from that department.

Do not pass messages through Parental Volunteers, family members or other students.

4. Staff discretion should be taken whenever passing messages on to students, by taking into consideration the student, how responsible they are to make sure that the message is enacted etc. If a staff member feels that the student isn't responsible/capable of dealing with the message, the staff member needs to either inform another member of the student's family or make sure that the other staff are aware of the message so that the message can be enacted.

The Headmaster is responsible for the updating of this policy document.