

MOAMA ANGLICAN GRAMMAR SCHOOL



SCHOOL PROTOCOL
for
COMMUNICATION

PRINCIPAL APPROVAL	DECEMBER 2014
DATE PROTOCOL APPROVED BY EXECUTIVE	JANUARY 2015
DATE OF PROTOCOL REVIEW	JANUARY 2016
PERSON RESPONSIBLE FOR POLICY DISSEMINATION	PRINCIPAL
PERSON REONSIBLE FOR MONITORING AND IMPLEMENTATION	DEPUTY PRINCIPAL

Controlled Copy	Revision No.	Issued On	Amend No.	Page No.
M:\ADMIN_PRIN & BM\Policies and Procedures\Protocols\Communication Protocol.docx		January 2015		1 of 2

Background

Schools are very busy places and there is a great deal of information that needs to be conveyed to parents. The aim of these guidelines is to ensure that parents receive information which is timely, detailed and accurate.

Notification of events

- Events are entered on the school calendar which is accessible through the parent portal as soon as approval is granted by the Deputy Principal
- For all school events, parents should receive a permission note **2 weeks** before the event
- All permission notes about events need to have the following information
 - Time
 - Date
 - Venue
 - What to wear
 - What to bring
 - Pick up/drop off details
 - Educational reasons for the event
 - Staff supervision arrangements

Return of permission slips

- All permission slips should be returned at least one week before the event
- The relevant teacher should start contacting parents about the non-returned permission slips at this time. Two reminders are sufficient.

Information emails / notification

- These are emails not requiring a permission slip
- These should be sent out **2 weeks** before the event if it pertains to an event
- Advance notice should be also included in Facebook posts and the weekly newsletter
- Teachers are to request that students include the relevant information in their Student Planner

Emails

- All emails from parents should be responded to within one school day.
- If more time is required then an email should be sent stating when the email will be returned with the appropriate answer.

Phone calls

- All phone messages from parents should be responded to within one school day.
- If more time is required then an email or phone call should be sent/made stating when the call will be returned with the appropriate answer.

Communication between teachers and HSC Students

The nature of the relationship between Year 12 (HSC) students and their teachers is often very different that between teachers and the other year levels they may teach.

HSC students may at times need extra assistance from their teachers to complete work. This may from time-to-time include holiday times or weekends.

Email is an appropriate medium for students to seek this assistance from their teacher. All emails from HSC students to teachers should be responded to **within a 24 hour period**. If more time is required, then an email should be sent stating when the email will be returned with an appropriate answer.

Students should not expect teachers to either check or respond to emails late at night or early in the morning. Contact at these times is at the teacher's discretion.

Guy Evans

Principal

Controlled Copy	Revision No.	Issued On	Amend No.	Page No.
M:\ADMIN_PRIN & BM\Policies and Procedures\Protocols\Communication Protocol.docx		January 2015		2 of 2