



Communication Policy

POLICY

Rationale:

- To provide positive, clear and effective processes for clear and accessible communication which can facilitate strong community relationships.

Aims:

- To enable communication between all school community members.

Form of communication	Purpose	Audience
SMS	<ul style="list-style-type: none"> Student absences Unable to make phone contact Emergency notifications 	Parents/Guardians
School Star	<ul style="list-style-type: none"> News and updates School newsletter Operational information 	Parents/guardians Staff
Telephone 9745 2264	<ul style="list-style-type: none"> General information 	Parents/guardians Staff
Email beveridge.ps@edumail.vic.gov.au	<ul style="list-style-type: none"> Detention notes Parent teacher communication 	Parents/guardians Staff
QWKR	<ul style="list-style-type: none"> School accounts and permissions including OSHC and Vacation Care 	Parents/guardians Staff
Face to face	<ul style="list-style-type: none"> Parent teacher meet and greet Student support meetings Discussions Collaborations 	Parents/guardians Staff
Facebook https://www.facebook.com/BeveridgePrimary/	<ul style="list-style-type: none"> Event and achievement photos General school information 	
Sentral https://sentral.beveridgeps.vic.edu.au/portal2/#!/login	<ul style="list-style-type: none"> Student reports Parent teacher interview bookings Student behaviour Attendance Communicating with teachers School documents Calendars 	Parents/guardians Staff
WEBSITE https://www.beveridgeps.vic.edu.au/	<ul style="list-style-type: none"> New parents information School policies 	Parents/guardians current and prospective
Google	<ul style="list-style-type: none"> School documents Communication 	Students Staff
Hard copy notes	<ul style="list-style-type: none"> Only if requested 	Parents / guardians

Evaluation:

- This policy will be reviewed by School Council as part of the school's three-year review cycle, in consultation with the Parents and Friends Association and the wider school community.

This policy was last ratified by School Council in....

November 2017