Introduction and overview:
Hughesdale PS has the goal of being an effective and responsive school that prides itself on open communications. To be successful in this, there needs to be open communication within the school community that allows the raising of issues and concerns so they can be discussed and addressed.

1. **Purpose**
   1.1 To promote open communication within the school community.
   1.2 To specify mechanisms by which information is communicated within the school.

2. **Guidelines**
   2.1 The School Strategic Plan and current school policies will be available from the school office on request, and (subject to School Council approval) via the school website.
   2.2 This Policy and selected other policies will be published in the newsletter annually.
   2.3 The "School Information Package" will be prepared and given to all prospective and new parents.
   2.4 This policy is to be used in conjunction with the "Raising a Concern at School" operational document.

3. **Student and Classroom Issues**
   3.1 Grade Information Evenings will be scheduled in February each year. This will allow teachers to outline their program for the year, addressing eight key areas (1) class timetable, (2) discipline, (3) homework (4) specialist programs, (5) curriculum, (6) camps/excursions, (7) catering for individual differences, and (8) parental involvement.
   3.2 Grade newsletters will be published at least once per term (Terms 2, 3 & 4 only). Other items will be published via the school newsletter.
   3.3 Reporting of student progress will be by written report and parent teacher interviews. A parent teacher interview will be conducted in Term 2. A written report will be provided at end of the first and second semesters with provision for an interview if required. Parents may make an appointment to see class teachers at any stage throughout the year.
   3.4 When parents have classroom concerns they should firstly discuss these with the classroom teacher, then if necessary with the Level Leader or Departmental Coordinators, and then with the Principal or Assistant Principal.
   3.5 First aid issues should be raised with the staff member on first aid duty at the time.
   3.6 Appropriate communication channels and times for discussion will be outlined at the Class Information Evening.
   3.7 Whole school matters are to be directed to the Principal.
   3.8 Parent representatives on School Council can also provide a means of raising issues (or a direct representation can be made to Council in writing.)
   3.9 Staff can be contacted for non-urgent matters via email.

4. **Whole School Communication**
   4.1 The newsletter "Hughesdale Happenings" is distributed weekly. It will contain (as a minimum): important dates from the school planner, a report from the Principal, a list of notices distributed during the week, news from various committees.
   4.2 Notices will be placed in a clipboard for Grades F-2 and students in Grade 3-6 will use a diary for communication.
   4.3 Assemblies take place on a rotational basis every Monday at 9am. Parents are encouraged to attend. Students participate in the communication process by presenting various reports. Student awards are presented at assemblies.
   4.4 Whenever possible, the school will be promoted in the wider community via the school prospectus, local newspapers, festivals and other media.
   4.5 Events such as "Open Mornings" will be used to introduce the wider community to school activities.
   4.6 Transition programs for pre-school to HPS and for Year 6 to high schools will provide links between the school and respective institutions.
   4.7 The School will use SMS as an alternative for contacting parents regarding absences. No other use of the SMS system is contemplated at this time.
   4.8 There are no plans to issue school communications via social media at this time.

5. **School planning and decision-making**
   5.1 The school community is invited to attend School Council meetings. An elected representative of each sub-committee will report on their activities to School Council. Minutes of Council meetings are available on request.
   5.2 Parent representatives are elected to School Council and the school community are encouraged to discuss issues with them or to make direct representations to School Council. Parent representatives are appointed to the Subcommittees of School Council such as Policy and Buildings & Grounds.
   5.3 Meetings of the Parents and Friends subcommittee (???) provide opportunities for face to face contact with other parents who are closely involved with the school and for discussion of issues. Details of Parents and Friends subcommittee meetings, social events and fund raising are communicated via the school newsletter, e-mails and flyers.
   5.4 Parents will be appointed as Class Representatives for each class at the beginning of the year. Class Reps rally support for classroom activities and for social events, fundraisers and whole school events.
   5.5 The views of the school community on school performance and policy are sought via surveys and whole school questionnaires. A random sample of parents is generated and the surveys then sent to this group. The results of the surveys will be communicated via the school newsletter and relevant committees.
   5.6 The School Planner is located in the staffroom and will be used to coordinate school events. It is the responsibility of all committees, teachers and activity organisers to record relevant dates on the School Planner.