



Milton State School

Communication Policy 2015

Purpose

The purpose of the Milton State School Communications Policy is to support the following:

- Foster a strong sense of community ownership and belonging
- Maintain a modern and progressive school that aims to meet the needs of all its students
- Provide clear guidelines relating to our communications with the school and wider community

Objectives

The policy aims to:

- Increase awareness of Milton SS activities and achievements
- Provide all key stakeholders with an understanding of our communication strategies and procedures

Communication Approach

The communication approach will be:

- timely, where communications are planned and scheduled
- consistent, where the use of templates and standards give uniform appearance and terminology
- accurate, where any communications to be issued are appropriately reviewed

The communication plan reflects the need at Milton SS for effective external and internal communications.

This will be achieved by using a mix of the communication tools listed below to create a strategic and broad-based approach to maximise the reach of all communications.

Internal communication refers to information flow within the school. All staff should be aware of the objectives and the key messages to help inform them about what the school is trying to achieve and incorporate them into their work and interactions where appropriate.

External communication refers to the information flow from the school to key stakeholders and vice versa.

Audiences

Identified Milton SS audiences are:

Students

Parents

Staff

Local community

Prospective enrolments

Media

General community

Communication Activities and Procedures

The communication mediums listed below are many and varied. It is through these that we endeavour to ensure our interactions with you as parents are timely and informative. It is however your responsibility to read and digest information provided through such mediums to ensure you are abreast of the many school activities being undertaken-

- **Yearly Planner/Calendar for parents to highlight activities throughout the year:** At the beginning of each school year a calendar will be published with the major school events included. There will be occasions when dates may change or events added, so please keep the calendar in a visible place for easy reference.
- **Family Contact Book-** This is an opportunity for you to be included in a school contacts book with the relevant details to allow other parents to make contact with you should the need arise. This is coordinated by a parent in the school and is **entirely voluntary**.
- **School Electronic Noticeboard:** Major events will be advertised to inform the school and wider community. The board is located in the school grounds on the corner of Bayswater St and Barooka Rd. We also have a smaller noticeboard located in the Fig Tree Courtyard for general school and community notices.
- **School Assembly: Each Friday morning from 9.00am to 9.30am** we hold a whole school assembly in our multi-purpose area. At this assembly, students receive awards and general announcements are made. We also have numerous special assemblies throughout the year for various celebrations and the last Wednesday morning of each term at 9:00am, an Arts Assembly is held to celebrate the learning over the term in this subject area. We welcome all parents and friends to attend all assemblies as they occur throughout the year.
- **Electronic Newsletters:** It is through this particular medium that the majority of school and community information will be conveyed. These are sent to your nominated email address/es and are published each Tuesday. Please advise the school if you do not receive this correspondence via the generic email address- admin@miltonss.eq.edu.au

A **paper copy** is available for your perusal on the school noticeboard in the Fig Tree Courtyard or at the school reception. Should you wish to have information included in the newsletter, it must be submitted by **midday each Monday**. Inclusion of any information will be at the school's discretion.

- The Parents & Citizens' Association also publish a newsletter entitled- '**Milton Mail**' after each monthly meeting, along with the minutes of the meeting. Information can be included in this publication if emailed to Rachel Richmond at the following address: miltonmail@miltonss.eq.edu.au
- **Class Newsletters:** As a minimum requirement, all class teachers will publish a class newsletter at the beginning of each term outlining the various concepts and events occurring during that particular term. Some teachers may choose to use this medium more regularly and distribute via email. This is at the discretion of the individual teacher. Communication in this manner may occur more regularly where students are in the lower school (Prep- 3) but as students become older, a greater degree of responsibility is placed on the students to ensure information reaches home or school.
- **Social Media:** Our presence within the social media area can be accessed via the **QSchools app** for sites such as Facebook, Twitter and the school website. The School website is www.miltonss.eq.edu.au
- **Emails:** We encourage email contact between parents and teachers. Given that teachers are undertaking their teaching and learning duties throughout the majority of their working day, it is not always possible for them to respond quickly to an email request from a parent. Please allow a **48 hour turnaround** for responses to emails during the working week. Naturally, if a teacher is away for any reason (sick leave etc.) then please allow for this when expecting a response.

If the matter is urgent, please make contact with the school reception and leave a message for the teacher concerned. This includes emails to all other staff.

Please be aware that teachers and the administration will send email reminders and information from time to time, either through class distribution lists or via the generic email address parents@miltonss.eq.edu.au so please ensure that you keep your email address current with the school administration and check on a regular basis.

P&C ACTIVITIES-

Please contact via email for all queries concerning P&C activities-

P & C President and P & C Secretary – pandc@miltonss.eq.edu.au

Uniform Shop Coordinator - uniforms@miltonss.eq.edu.au

Tuckshop Coordinator - tuckshop@miltonss.eq.edu.au

MOSHC Coordinator - admin@moshc.net

P & C Social Club Coordinator – PandCSocialClub@miltonss.eq.edu.au

Swimming Club Coordinator - swimmingClub@miltonss.eq.edu.au

Milton Fair Coordinator– miltonfair@miltonss.eq.edu.au

- **Information Evenings for Parents:** These evenings are specifically held at the beginning of each year and are designed to provide information about the upcoming year for your child in their respective class. These are held in the first few weeks of each school year.
- **Formal Written Reporting-** at the end of each semester a written report is emailed to the parents of each student which is a mandatory requirement by Education Queensland.
- **Formal Verbal Reporting-**
 1. **Parent/ Teacher Meetings:** These will be held at the end of term 1 and only involve the class teacher and parent/s of the student. The intent of this meeting is to allow for a 'face to face' opportunity to discuss a student's progress.
 2. **Student Led Conferences:** These are held **mid-term 3** and involve a three way conversation between parents, teacher and student. The student takes responsibility for leading the conference and sharing the work they have been undertaking over the first semester. This is a very valuable process for each student as it emphasizes the importance of ownership and responsibility for learning.

Informal Reporting- Parents or teachers can request a meeting regarding their child's progress or other such issues at any time throughout the year. There **must be an appointment** made with the class teacher for this to occur as teachers have very little time before and after school for such meetings without proper notice, given that they are usually involved in planning and preparing for teaching and learning or undertaking professional learning activities.

- **Parent Seminars:** From time to time we will offer the opportunity for parents to come along and learn about new programs or teaching and learning methods. Our aim is to host one per term at the school.