



Payne Road State School

Communication Policy

Purpose

The purpose of the Payne Road 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
- Ensure appropriate practices are in place to promote the wellbeing of staff and students

Objectives

The policy aims to:

- Increase awareness of Payne Road State School 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 Payne Road State School 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 Payne Road State School 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. The first point of contact for all student concerns are with your child's classroom Teacher. It is however the responsibility as the parent or caregiver to read and digest information provided through other mediums to ensure you are abreast of the many school activities being undertaken-

- **Term 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.
- **School Noticeboard:** Major events will be advertised to inform the school and wider community. The board is located on Payne Road at the top of our main driveway.
- **School Assembly: Each Wednesday afternoon beginning at 2:15 pm** a whole school assembly is held in our main hall. At this assembly, students receive awards and general announcements are made. We also have numerous special assemblies throughout the year for various celebrations. 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 fortnightly on a Wednesday. Information for the newsletter must be submitted by **8 am Monday prior to newsletter**. Inclusion of all information will be at the school's discretion. Please advise the school if you do not receive this correspondence via the generic email address- admin@payneroadss.eq.edu.au
- **The Parents & Citizens' Association website:** The P&C are actively involved at Payne Road State School and coordinate many of their events and services through their website which can be found at <http://payneroadpandc.com.au/>

- **Class Newsletters:** 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. Some Teachers also utilise our **Class Dojo** online reward system to share stories from the class. www.classdojo.com
- **SMS4Schools** this service will be in place in order to notify parents of any unexplained absences or emergency/last minute notifications. It is important that your mobile number details are up to date. Please contact the office to make any relevant changes.
- **Social Media:** Our presence within the social media area can be accessed via the **QSchools app** for sites such as Facebook (P & C Association only), Twitter ([@PayneRoad_SS](https://twitter.com/PayneRoad_SS)) and the school website. The School website is www.payneroadss.eq.edu.au and also includes a school calendar.
- **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 office 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 **News Flash service or website push notification**, 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 the following people via email for all queries concerning P&C activities-

P & C Executive – prsspandc@gmail.com

Uniform Shop – payneroaduniform@gmail.com

Tuckshop – prss.tuckshop@yahoo.com

OSHC – paynerdoshc@gmail.com

Other contacts can be found on the P & C website listed above

- **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 sent home to the parents of each student which is a mandatory requirement by Education Queensland.
- **Parent/ Teacher Meetings:** These will be held at the end of term 1 and term 3 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.
- **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.

Office Hours

Our front office admin hours are from 8:15 am to 3:30 pm. Staff are in the office outside these hours in order to organise staffing and administrative tasks for the effective running of the school.

Internal communication

In order to keep all staff informed of upcoming events, internal procedures and access to resources staff utilise a number of digital mediums including email, staff TeamSite, including calendar, and Staff Briefing. It is important to remember in the interest of staff wellbeing that these tools are not used at times that interfere with our own personal lives.

Stephen Rowe

Principal

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