Oakwood PRIMARY SCHOOL

Communications

Policy and Guidelines

Effective: January 2026

Review: January 2029

Learning with heart

RATIONALE

We are committed to providing a safe, inclusive and supportive environment for learning, that promotes open communication, fairness and positive relationships where all members of the school community are respected and valued. We believe that the relationship between home and school is a very important partnership in ensuring a child's wellbeing and academic achievement. Central to achieving this is trust and effective communication. It is essential that Oakwood Primary School communicates information in a timely manner to all stakeholders in accordance with established protocols, to protect the rights of individuals, to uphold our duty of care to students and to comply with departmental and legal requirements.

PURPOSE

To ensure that all students and members of the Oakwood Primary School community understand:

- The method of communication used and the purpose
- Our commitment to providing a means to connect and communicate with the Oakwood Primary School community, in order to provide up to date information about current and upcoming events, share stories, news and achievements with our school community and to engage with community members, prospective parents and other stakeholders
- Our guiding principles as to how members of the Oakwood Community are to conduct themselves when engaging with Oakwood Primary School communication platforms
- The responsibilities in utilising communication platforms
- Our school's policies and procedures for responding to inappropriate behaviour on communication platforms

RESPONSIBILITY FOR IMPLEMENTATION AND COMPLIANCE

This policy applies to all individual who are directly affiliated with Oakwood Primary School including:

- All school staff members
- All students
- School Board
- Contractors
- Pre-Service students, Visiting Teachers and work placement students
- Volunteers

GUIDELINES

It is an expectation that all communication by all parties is respectful and courteous.
It is the parent/carers responsibility to ensure that their email and contact details are up to date so that communication is ongoing and available to use as required. Should parents/carers not behave in a respectful and courteous manner the Connect and Respect Escalation strategies outlined by the Education Department will be followed in line with policy. Possible consequences include, warning letters and/or prohibition from school site for a set period.

Media Permissions

Media permissions (relating to the use of children's images, school work and first names) will be obtained by the school on enrolment (and updated where required). By signing student media permissions forms, parents grant permission for their child/ren's work, image and first name to be

used on school social media. Names of adults in posts and the first name of children may be used to acknowledge someone's great work or contribution.

SOURCES OF INFORMATION FOR SCHOOL COMMUNITY

Letters

This is the main form of communication used by the school. Letters are sent to families either via email or hard copy. Any letter that includes a consent form will be sent in hard copy format. All letters sent home are checked by a member of the leadership team prior to being sent out. If community members are unable to receive online communication, hard copies will be available at the school office and will be sent out to individuals if this method is requested.

Newsletters

Newsletters are sent out three times per term and contain a range of information, including a review of recent events. They are sent out via email and published on our School Facebook Group and website.

Term Planners

Term Planners are sent out at the commencement of each term and include key dates of school events.

Compass

Compass is the online hub for communication across WA public schools. Each class has a Compass page that is updated at least once a week. Reminders can be posted to the class page as and when required.

Notice Boards

Each classroom in Kindy to Year 2 have a notice board outside of their classrooms for daily communication.

School Official Facebook Group

The official school Facebook group is managed by the school administration. Members have to join the group and be approved after ensuring there is a genuine reason for doing so. The group will regularly post information, reminders and positive stories from our school community.

Website

The website is a promotional tool used to connect families and prospective families to Oakwood Primary School. It includes a range of information which is useful and well organised.

Telephone

Used for informal communication with parents/carers, messages and queries.

Reporting to Parents

School reports are emailed to parents upon completion in Terms 2 and 4.

Class Parent/Carer Information Sessions PowerPoint

These are conducted in term one and give parents/carers a general overview of how their child's classroom will be run. It is a recorded PowerPoint that is uploaded onto each class Compass page.

Classroom Teacher meetings

These may be arranged with teachers by appointment as and when required.

Parent Notifications

Parents will be notified should their child/children be unwell, receive a head injury of any sort or injure their private parts.

Parent/Carer Responsibility

Parents/Carers must communicate the following to the school office:

- Changes of family circumstances
- Changes of address or contact details
- Medical issues that change or arise
- If your child has a communicable disease
- When your child is absent due to sickness or any other reason.
- Any issues relating to custody or access

Life/Work Balance measures for staff

School staff have the right to disconnect from work outside of hours. Emails and queries will be responded to within 2 working days.

Below is a summary of what parents/carers cannot expect from school staff:

- School staff to return calls after work hours (8:00am – 4:00pm) or during school vacation periods
- Emails to be answered after work hours or during school vacation periods
- Access to staff member's private numbers or private email addresses
- Discussion of child's academic progress during class learning time
- Responses to messages via Facebook or other online messaging platforms