



Silver Tree
STEINER SCHOOL

Communications Policy

2019

This procedure is applicable to: Parents, Teachers and Staff

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COMMUNICATIONS POLICY

This should be read in conjunction with the:

- Newsletter Guidelines and Procedures
- Concern and Grievance Policy
- Internet and Email Usage Policy
- Email Guidelines for Staff and Parents

RATIONALE

At Silver Tree Steiner School, our aim is to be pro-active in strengthening positive partnerships between the School, its families and the wider community. Effective two-way communication is integral to this partnership.

The School communicates to parents in the following way:

- Early Childhood Handbook
- Primary Handbook
- School newsletter
- Parent nights
- Class Carer e-mails
- School reports
- The School Website
- Policies and Procedures
- Text Messaging Service
- Parent teacher appointments
- Class Communication Books
- Facebook sites
- E-mail communication to parents
- The Schoolzine app

POLICY STATEMENT

Silver Tree Steiner School strives to:

- Create a culture of open and respectful communication with the School community and external to the School community.
- Foster communication between parents and the teachers of their children.
- Keep parents regularly informed about classroom learning and their child's development at school.
- Keep communication relevant.
- Use appropriate channels for the type of communication.
- Ensure there is well structured formal program of communication with parents.

From parents, the school seeks:

- Timely, honest and complete information about their child.
- Parents will ensure that the contact information they have provided to the school remains accurate and current.

All communication will be respectful and underpinned by considerations of appropriate privacy and confidentiality principles.

METHODS OF COMMUNICATION

Primary and Kindergarten Handbook

This is provided to new families at the time of enrolment. A current version of the Parent handbook is available from the School office.

School Newsletter

The School Newsletter, *Silver Leaves*, is published every second week and distributed to families by email and a hard copy is available at the notice board in the front of the school.

The School Newsletter will contain, in each edition, news from the Head of School, diary dates and an article from Early Childhood and from each Primary Teacher.

Any communication from the P&F and whole school rosters will be published in the newsletter.

Parent Nights

These are held once a term and are a source of valuable information.

Parent-Teacher Appointments

Teachers are available by appointment if parents would like to discuss their child. Appointments can be booked via reception.

Class Carer e-mails

Information from the P&F and messages regarding class specific rosters are sent through through the Class Carer. Communication from your teacher can be sent through the Class Carer or directly from the teacher.

School Reports

School reports are issued from Kindy 6 to Class 6 twice yearly at the end of Term 2 and Term 4.

The School Website

General parent information including policies can be found on the school website.

E-mails from the office

Important information from the school which is deemed appropriate to deliver outside of the newsletter is sent via e-mail from the school office.

Policies and Procedures

These are available on the school's website or upon request from the school office.

Text Messaging Service

Emergency information is sent via text message e.g. in the event of a fire evacuation or school shut down. It is vital that you keep your details held at the School updated.

Class Communication Books

These are held, at the discretion of the Teacher, on the verandah and are used to leave short messages for the teacher regarding your child.

The Schoolzine App

The newsletter is available via the Schoolzine app which can be downloaded from the App Store or Google Play. Search "Schoolzine", download the app, then sign up to "Silver Tree Steiner School." Communications such as absentee notifications and Kindy Care bookings can be sent to the school office via the app.

Facebook Sites

Friends of the Silver Tree Steiner School group and Silver Tree Steiner School page are used to re-iterate communication which is sent through the above channels.

Parents can also communicate via the "Silver Tree Steiner School Businesses and Buy Swap Sell" Facebook site and "Silver Threads – Silver Tree Steiner School Craft Group" site.

Direct Communication

Parents are able to e-mail the teacher directly at name.surname@silvertree.wa.edu.au, providing the content of the e-mail is respectful and it is understood that teachers are not available for immediate response via e-mail communication.

Teachers will contact a child's parent as soon as possible (by phone, email or to make an appointment to meet in person) to discuss concerns that arise about a student.

The school administration staff will contact parents if a child is involved in an incident, accident, is seriously injured at school, complains of illness which or needs to go home for any reason. The school will not contact parents if the child is able to be treated and well enough to stay at school.

Parents need to keep their child's teacher informed about any significant incidents and changes that are likely to affect the student at school, their attendance at school or their completion of homework. This can be via a letter with the child, school administration by email, telephone or in person.

Parents may approach teachers directly but to avoid disruption to the teaching schedule, they should do so only at mutually convenient times, this is usually once the children have left at the end of the day. Unless there is no other way to contact your child's teacher, please respect the teacher's time in the morning when they are setting up the class.

RAISING CONCERNS

At times parents may have concerns regarding their child's academic progress, social relationships or a general classroom matter. These concerns should be raised directly with

the child's class teacher in the first instance. Appointments can be booked via the Receptionist. If an issue is not resolved with the teacher, the Concern and Grievance Policy should be followed.