

COMMUNICATION & ENGAGEMENT MATRIX

Purpose: To outline the communication methods the school is committed to providing to the following members of our school community.

WHOLE COMMUNITY COMMUNICATION & ENGAGEMENT

Communication Type	Objective of Communication Inform / Consult / Involve / Collaborate/ Empower	Medium	Frequency	Facilitator	Deliverable
Flexi Buzz	Inform <ul style="list-style-type: none"> School events Learning in classrooms Share the newsletter 	Electronic	Daily	Office Staff Principal Teachers	Notifications on mobile phones
Newsletter	Inform <ul style="list-style-type: none"> School Philosophy, Values and Priorities Teaching and learning approaches School Community & Prospective Community Members 	Electronic & Print	Fortnightly	Principal Office staff	Notification on Flex Buzz
Website	Inform <ul style="list-style-type: none"> School Philosophy, Values and Priorities Teaching and learning approaches School Community & Prospective Community Members 	Electronic	Biannually	Principal Business Manager	Up to date website info
Children's Assembly	Inform/Involve/Collaborate/Empower <ul style="list-style-type: none"> Showcase teaching and learning Student Leaders 	Face to Face	Weekly	Principal Student Leaders	Oral/Visual sharing
Info Nights	Inform <ul style="list-style-type: none"> Teaching and learning Year Level Expectations 	Face to Face	Yearly	Teaching Teams	AV Presentation Hard copy of presentation Slides Classroom Norms & Timetable
School Events	Involve/Collaborate/Empower <ul style="list-style-type: none"> Extended teaching and learning opportunities 	Face to Face	Calendar – whole school event each term	Teaching Teams or Teacher Role	Flexi Buzz Notificaiton
Community Notice Board	Inform <ul style="list-style-type: none"> Local community events / clubs etc. 	Print	As required	Office staff	Brochure display (A4 or smaller)
Signage	Inform <ul style="list-style-type: none"> Teaching and learning showcase Transition information Advertise HPS 	Print	Yearly	Principal, AP & Office staff	Real Estate Sign Changeable Display Board at Front of School

PARENT/GUARDIAN COMMUNICATION & ENGAGEMENT

Communication Type	Objective of Communication Inform / Consult / Involve / Collaborate/ Empower	Medium	Frequency	Facilitator	Deliverable
Monday Morning Parents Group	Inform/Consult/Involve/Collaborate/Empower <ul style="list-style-type: none"> Enjoy sharing and mingling with school community members 	Face to Face	Weekly	Chaplain	Informal oral sharing
Open Door Policy	Inform/Consult/Involve/Collaborate/Empower <ul style="list-style-type: none"> Parents as partners in teaching and learning 	Face to face	As required	Parents	Dialogue Action plan for concern
Parent Teacher Interviews	Inform/Consult/Involve/Collaborate/Empower <ul style="list-style-type: none"> Share Successes, Progress and Areas for Future Improvement Clarify Student report Address questions or queries form parent/guardians 	Face to face	Mid Year	Teaching staff	Report Teacher notes
School Council	Inform/Consult/Involve/Collaborate/Empower <ul style="list-style-type: none"> Whole school direction & priorities 	Face to Face Print Electronic	Monthly	School Council President & Principal	Minutes Agenda items Actions from Subcommittee meetings
School Council Subcommittee Meetings	Inform/Consult/Involve/Collaborate/Empower <ul style="list-style-type: none"> Act on whole school direction and priorities from School Council 	Face to Face Print Electronic	Monthly	School Council Members	Actions from Subcommittee meetings
Diaries	Inform/Consult/Involve/Collaborate/Empower <ul style="list-style-type: none"> Share happenings, requests, reminders, events, requirements etc 	Print	As required	Teaching staff	Note for attention
Year Level Newsletter	Inform <ul style="list-style-type: none"> Teaching and learning foci within the level for the term Support mechanisms and tips for at home to support learning Key dates for the year level 	Electronic	Termly	Teaching Teams	Flexi Buzz

STUDENT COMMUNICATION & ENGAGEMENT

Communication Type	Objective of Communication Inform / Consult / Involve / Collaborate/ Empower	Medium	Frequency	Facilitator	Deliverable
Chaplain Postbox	Involve/Collaborate/Empower <ul style="list-style-type: none"> Share happenings, requests, reminders, events, requirements etc 	Print	As required	Chaplain	<ul style="list-style-type: none"> Note for attention
Junior School Council	Consult/Involve/Collaborate/Empower <ul style="list-style-type: none"> Student Direction for School Improvement 	Face to face	Fortnightly	JSC Coordinator & Student Leaders	<ul style="list-style-type: none"> Actions as decided by JSC Two fundraisers p.a.

STAFF COMMUNICATION & ENGAGEMENT

Communication Type	Objective of Communication Inform / Consult / Involve / Collaborate/ Empower	Medium	Frequency	Facilitator	Deliverable
iPads, email & imessage	Inform/Consult <ul style="list-style-type: none"> Share happenings, requests, reminders, events, requirements etc 	Electronic	As required	Staff	Regular team communication
C Team Meeting	Consult <ul style="list-style-type: none"> Share teaching and learning questions and concerns 	Face to Face	Fortnightly	Principal, Team representatives	Meeting Minutes -emailed to all staff
Induction	Inform/Involve /Empower <ul style="list-style-type: none"> Practice requirements - VIT Teaching and learning expectations OH&S expectations Access to information Key contacts 	Face to face	Yearly	Principal Mentors New staff	Awareness of School Expectations, Policies & Guidelines
ICU / Planning Week	Involve/Collaborate/Empower <ul style="list-style-type: none"> Share effective practice Plan for following term – literacy, numeracy and integrated 	Face to face Print Electronic	Termly	Teaching staff	Term Planners – print and e-version
Leadership Team	Inform/Consult/Involve/Collaborate/Empower <ul style="list-style-type: none"> Whole school direction & priorities Review C Team items Review & Set agenda for Staff Meeting School Strategic Plan and AIP monitoring Professional leadership growth 	Face to Face	Weekly	Principal	Minutes and AIP mid and end of year feedback
Learning Leaders	Inform/Consult/Involve/Collaborate/Empower <ul style="list-style-type: none"> Team Planning and collaboration Moderation Case Management 	Face to Face	Weekly	Achievement Leader	Minutes
Connect	Inform/Consult/Involve/Collaborate/Empower <ul style="list-style-type: none"> SWB, Engagement and Achievement Teams AIP implementation Whole School Priorities PD for staff 	Face to face	Every three weeks	Leaders for Achievement, Engagement and SWB	Minutes AIP mid and end of year feedback
PDP Meeting / Reviews	Involve/Collaborate/Empower <ul style="list-style-type: none"> Review teaching and learning impact Inform future directions Celebrate successes and improvements Direct future improvements 	Face to face Print Electronic	Termly	Staff	<ul style="list-style-type: none"> PDP Plan Meeting attendance Goals achieved as outlined in Plan
Staff Meeting	Inform /Involve/Collaborate/Empower <ul style="list-style-type: none"> Introduce staff to new ideas Review current objectives and approaches 	• Face to Face	Weekly	Prin , AP & Leadership Forum Members	<ul style="list-style-type: none"> Agenda – Prin/Whiteboard Meeting Minutes -rotated through teams

Weekly Team Meeting	Inform/Consult/Involve/Collaborate/Empower <ul style="list-style-type: none"> • Review class achievements • Share effective practice • Check admin as per calendar • Check OH&S as per staff meeting • Share C Team ideas & feedback 	Face to Face	Weekly	Teaching Teams <ul style="list-style-type: none"> • 	Meeting Minutes -emailed to all staff
Calendar	Inform <ul style="list-style-type: none"> • Key events • Timelines for beginning prep for events 	Print	Yearly	Staff	Calendar to staff Timelines met as outlined in calendar

	•	•		•		<ul style="list-style-type: none">• Annual Comms Survey Monkey Survey• Staff Opinion Survey• Staff Reviews
	•	•			•	<ul style="list-style-type: none">• Annual Comms Survey Monkey Survey• Staff Opinion Survey• End of Year Review