

## Community Involvement (including Consultation and Communication) Policy

### Background

Huntingdale Primary School understands that there needs to be a strong partnership between students, parents and teachers to provide an effective education. The school prides itself on providing a range of activities that enable our parents to be involved in all aspects of school life.

Effective community consultation provides alternative views, broadens perspectives and enhances the school's ability to cater for the needs of all of its students. At Huntingdale Primary School we will communicate openly and transparently with our school community, seeking feedback and input into school direction, priorities and decision making.

### Purpose

To ensure:

- The school gives parents the opportunity to be involved in their child's learning.
- Ensure the school community is adequately consulted on all appropriate occasions.
- Providing an avenue for parent, teacher and student voice in school matters.
- Huntingdale Primary School's practices are compliant with Department of Education and Training (DET) policies and procedures, including the Child Safe Standards.

### Implementation

- The Principal has the overall responsibility of implementing this policy, but may delegate certain roles to suitably qualified staff.

### Communication

- A Communication and Engagement Matrix will be developed by the school and reviewed regularly.
- The school will develop and maintain a 'Parents as Partners' yearly plan which outlines activities that enable families to engage in a range of school activities related to student learning and community events.
- The school will use Tiq Biz as its main communication for parents. The school newsletter, notices and reminders will all be given through this platform. This requires parents to own a computer, smart phone or compatible device. To ensure the school has as close to 100% participation rate the school office will endeavour to have all parents registered. For those parents who don't own a device, they can come to the school office to use a device to access Tiq Biz.
- Teachers will use the school diary as the main form of communication between them and parents. Parents may also arrange other forms of communication in agreement with the teacher such as meetings before or after school, email or a special communication book.



- School Council will operate as per Department of Education and Training (DET) policies and procedures. An Annual General Meeting and elections will be held each year. Meetings will occur monthly and have an agenda and minutes recorded. Other community members not officially on School Council have the opportunity to observe meetings. Therefore, School Council Meetings will be advertised in the school newsletter. Sub Committees will be formed for important priority areas. They will be led by parents on School Council but may also co-op other members of the school community. The Sub committees via the School Principal will communicate to the community any important decisions made by School Council via the school newsletter.
- The school will have a Child Safe Standards Policy, which includes a Code Of Conduct for all members of the school community. This will be clearly displayed around the school and be available on the school website.

### **Consultation**

- The school community will be consulted on all appropriate topics. These could include policy making, school planning and direction, school processes, school review and the like. Operational decisions such as individual teacher roles and everyday purchasing are examples where community consultation is not appropriate.
- The school community will be consulted using processes that are timely, transparent and maximises input.
- Consultation will focus on the community groups most affected by the potential outcome and will be inclusive and non-discriminatory. Minority groups may be specifically approached where cultural and language difficulties may inhibit normal participation.
- Consultation processes will be advertised in the school newsletter and/or the school website to promote maximum participation.
- Consultation tools may include:
  - Paper surveys and questionnaires
  - Online tools (e.g. Survey Monkey)
  - Feedback through School Council
  - Specially organised forums
  - Aspects of the Parent Opinion Survey
- Results of the consultative process will be published. All decisions made after community consultation will be openly communicated as will the reasoning supporting the decision.
- If there is a grievance about the decision, this must be directed to the Principal in alignment with the complaints policy.

### **Evaluation**

This policy will be reviewed as part of the school's 3 year cycle or as needed to comply with DET policy changes.

### **Document Status**

<b>Reviewed</b>	<b>School Council Ratification</b>	<b>Next Review</b>
September 2016	15 <sup>th</sup> November 2016	15 <sup>th</sup> November 2019