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## 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.



### Help for non-English speakers

If you need help to understand the information in this policy, please contact the school office

### 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.
- Implement DET's Values of Accountability, Human Rights, Impartiality, Integrity, Leadership, Respect and Responsiveness.

### Implementation

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

### Communication

- A document 'Communication Between Home and School for Parents' will be distributed at the start of each year in the student's diary, be placed on noticeboards throughout the school and advertised in the newsletter.
- The school will use 'Operoo' 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 'Operoo'.
- Teachers will use the school diary and See Saw 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. School Council actions and updates will be communicated to the school community. For example:
  - Call for nominations and elections (if needed)
  - An Annual General Meeting
  - Dates of Monthly Meetings in the school newsletter.
  - Communicate important decisions made by School Council via the school newsletter.
- The school will review its website at least annually. Important information about the school and its policies will be included.

### **Consultation**

- The school community will be consulted on all appropriate topics. These could include policy review or feedback about school processes. 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.

### **Other**

- The school will undertake a wide range of activities to develop and strengthen relationships with our community. For example:
  - Opportunity to join the Parents Association 'Watashi Mo'
  - Opportunity to join School Council sub-committees
  - Opportunity to join in school events such as working bees
  - Using interpreting and translating assistance services to enable families to connect with the school
  - Addressing complaints in an effective and timely manner (See Complaints Policy)

### **Evaluation**

This policy will be reviewed as part of a cycle or as needed to comply with DET policy changes.



### Document Status

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| Policy last reviewed       | September 2022   |
| Consultation               | September 2016<br>June 2019- Principal & 22 October Education and Future Directions sub-committee<br>September 2022- Principal & 4 October Education and Future Directions sub committee |
| Approved by                | Principal  |
| Next scheduled review date | October 2025   |