



# CATHEDRAL CATHOLIC PRIMARY SCHOOL

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## COMMUNICATION POLICY

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### VISION STATEMENT

Cathedral School is a school community in the catholic tradition, founded in faith, challenged by gospel values, striving for a standard of excellence in all areas of school life.

### PURPOSE

Our aim at Cathedral Catholic Primary School is to be proactive in strengthening positive partnerships between the School, its families, the Catholic community and the wider community of Bathurst and surrounding districts. Effective two-way communication is integral to this partnership.

Cathedral Primary School partners with the parents of each child in nurturing their faith and providing a balanced education that targets their academic, physical, social and emotional development. The best outcomes for students will be achieved when each contributes their different perspectives and insights to the partnership in open and inclusive communication that is built on, and builds, trust and respect.

### AIMS

Cathedral Primary School strives to:

- Create a culture of open and respectful communication that promotes closer collaboration.

- Foster close communication between parents and the teachers of their children.

- Keep parents regularly informed about its expectations, and their children's activities and development at school.

- Ensure there is well-structured formal program of communication with parents, with both school and family responsible for ensuring there is effective communication outside these formal opportunities.

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 between the school and parents will be respectful, professional and underpinned by considerations of appropriate privacy and confidentiality principles.

## Mechanisms for School Communication

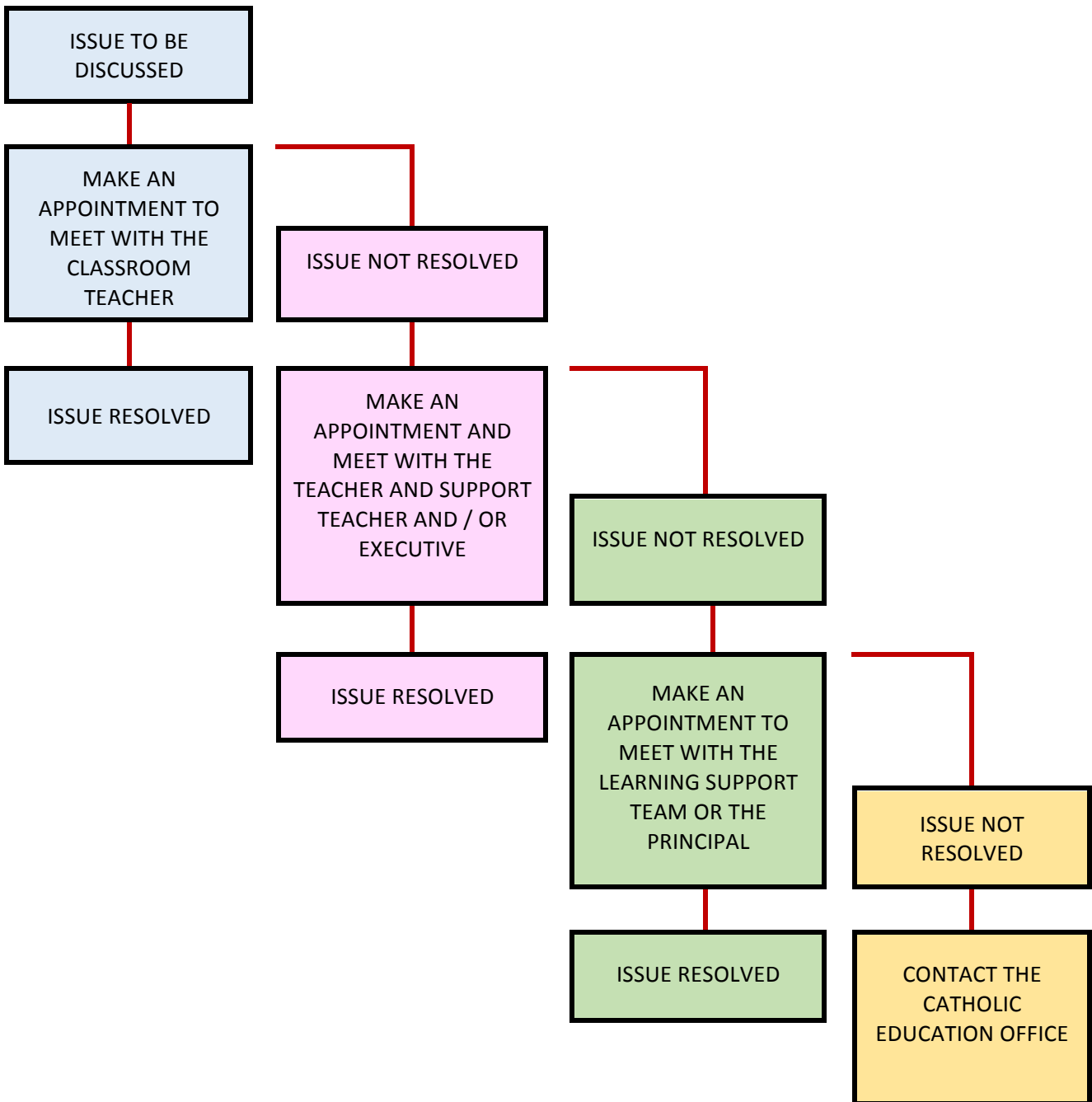
<b>STAFF COMMUNICATION</b>			
<b>MECHANISM</b>	<b>PURPOSE</b>	<b>ACTION</b>	<b>FREQUENCY</b>
School Improvement Process	To review current school practice and performance and set goals for strategic planning	Survey teachers, parents and students Develop SSIP and AIP	SSIP every three years AIP annually
School Server	To introduce new staff to policies and procedures in digital form; reference for all staff	New staff to access in their own time	Upon entry and after revision
Professional Performance and Development	To implement whole school goal-setting and provide professional support and dialogue	Support from school Executive and CEO	Ongoing. Time frames depend on school needs and context
Executive Meetings <i>Principal, AP, REC, Primary Coordinator (and at times PLC, MCCL leaders)</i>	To ensure whole school cohesion, strategic planning and management	Plan for whole school improvement Raise issues and share information	Weekly or fortnightly
Staff Meetings for information sharing and communication	To provide updates for staff on current and future events for the purpose of sharing information	Whole staff briefings and/or staff memo	As Required
Staff Meetings for Curriculum / pedagogy development as a PLC  Professional Learning Team Meetings (PLTs)	To develop the school's shared beliefs, understandings and agreed practices about learning and teaching incorporating MCCL To analyse data to inform teaching practice and address the 6 critical questions for learning	Share key learnings and challenges, analysis of data and key focuses across the stages (K-6) Analyse data to inform planning Develop essential learnings and proficiency scales	Weekly
PLC Team Leaders meeting	To prepare agenda for whole school PLC meetings; report on the progress of each PLT and ensure alignment across PLTs	Organise agenda items and PLT reports	Weekly
Staff email	To share information and documents	Open to all staff	Weekly
Communication whiteboard in staffroom	To provide daily information, timetable changes and staff absences	Open to all staff for input and notices	Daily
Yearly Calendar	To provide an overview of school events, excursions and PD	Write events for each term are on the calendar	Ongoing/ updated as required

<b>COMMUNITY COMMUNICATION</b>			
<b>MECHANISM</b>	<b>PURPOSE</b>	<b>ACTION</b>	<b>FREQUENCY</b>
Parent Handbook	To introduce and provide information to prospective and new families and staff about the school.	Printed copies handed to all new families and staff members Make available electronically	Upon enrolment in application package
Newsletter	To communicate key events, policies, ideas and achievements to the school community	Principal and Admin staff co-ordinate items Teachers and students contribute items	Distributed once a week ( <i>Monday</i> ) in digital form Hard copies to families as requested
School Stream App	To provide instantaneous information, updates and alerts Re changes to routines, events etc. To communicate events, notes, dates, newsletters	Alerts are given by Principal and Admin staff Executive and admin staff post newsletters etc. on app	Ongoing. Time frames dependent on school needs and context
School Facebook Page	To communicate school events and achievements with the wider community	Principal co-ordinates items Teachers contribute items	Ongoing updates
P & F Meetings	To provide ongoing opportunities for parents/carers and friends to be involved in and informed on school activities and directions	Meeting times and articles are published in the Newsletter	At least twice a term
Parent information sessions - Grade Nights - Sacramental Meetings - Specialist Curriculum	To provide updates for inform and consult with parents about school initiatives and programs e.g. School Improvement, Reports, School Parent Parish Partnerships	Hosted by teachers and/or executive to provide opportunities for consultation with parents Advertised in the Newsletter, on website and School Stream	Scheduled as required
School Website	To provide information about the school, it's mission and values, programs, activities and achievements	Ensure the website is regularly updated and includes the weekly Newsletter	Ongoing updates
School Correspondence including excursions	To provide parents and carers with details of school programs and activities	Sent home with students as required Notes posted on school website and School Stream	As required
School Counsellor	To enable teachers, parents and carers to discuss specific social/emotional behavioural and academic concerns they may have	By referral from Executive and/or support teacher	As required
Front Office Staff	The first point of contact for parents/carers and community when visiting the school	Information passed on to relevant staff and students Late notes and sign-in point	Daily as required

<b>STUDENT COMMUNICATION</b>			
<b>MECHANISM</b>	<b>PURPOSE</b>	<b>ACTION</b>	<b>FREQUENCY</b>
Informal meetings between the teacher and student	To share relevant information and support the student with their learning and/or wellbeing	Student or teacher initiates the meeting	As required
Class / Grade Meetings	To promote positive social development and raise issues for class discussion	Teachers schedule class meetings when needed	As required <i>Context / Need</i>
Year 6 Committees and Class Representatives	To allow students to make positive contributions to the school and parish environment and wider community through participation in decision-making	Executive teacher coordinates elected representatives from K-6 classes	Meetings 2x per term
School Counsellor	To enable identified students to discuss and work towards finding solutions for any issues they may have	Referral from support teacher, executive, class teacher with parent consent	As required
Assemblies	To recognise and share achievements and information with students and parents	Assemblies scheduled ( <i>school context</i> ) Parents advised of special presentations Assemblies prepared by students and teachers and hosted by Student Leaders	Weekly Notifications in Newsletter and on School Stream

<b>REPORTING TO AND FROM PARENTS</b>			
<b>MECHANISM</b>	<b>PURPOSE</b>	<b>ACTION</b>	<b>FREQUENCY</b>
Informal meetings with parents/carers and teacher	To share relevant information to support individual students	Parent/carer or teacher initiates the meeting	As required
Parent / Teacher meetings	To meet with parents/carers to discuss goals, strengths and areas of concern	Parents are invited to meet with teachers for a 10 minute conference	Term One or by appointment
NAPLAN	To assess student performance in Language Conventions, Writing, Reading and Numeracy against National Benchmarks	One week of testing in Term 2 Reports issued by the beginning of Term 4	Annually
Semester Reports	To provide and A-E grading for each student in all Key Learning Areas (KLAs) as well as an indication of student effort and attendance	Reports completed by teachers and submitted to Principal for review Reports issued to parents	Twice a year
Individual Education and Personalised Learning Plans (IEPs, PLPs)	To meet National Collection and funding requirements To ensure optimal educational outcomes for students with additional needs through a team approach to planning and evaluation	Preparation and monitoring of IEPs and PLPs by nominated staff	Meetings held each term or as required

## COMMUNICATION FLOWCHART



Date of Implementation	
Date of Last Review	
Date for Next Review	