

Communication Strategy
BOROONDARA PARK PRIMARY SCHOOL



MECHANISM	PURPOSE	ACTION	FREQUENCY
Assemblies	To recognise and share achievements and information with students and parents.	Parents advised of special presentations Assemblies prepared by students and their teachers and hosted by year 6 students	Every second Thursday (2.50 p.m.)
Newsletter	To communicate key events, dates, policies, DET updates (including Child Safe Standards information) ideas and achievements to the School Community.	Admin staff coordinate items Teachers and students contribute items Relevant dates in dairy	Emailed every second Thursday p.m. Copy housed on school's website
School Tours	To introduce and provide information about BPPS	Parents book a tour via office Tours taken by principal class team	As required
Policies	To ensure families have an understanding of how our school operates within the confines of a Department of Education school	Housed on our school's website	As required
School Council meetings (Google Drive documents)	To participate in school based management decision making and activities	Meetings are advised in the school newsletter, School Council page on newsletter is available to use.	At least 8 meetings per year, usually on a monthly basis
Parent Information Sessions and Forums	To inform and consult with parents about school initiatives and programs e.g. School Improvement, Report Formats, School and Parent Partnerships,	Hosted by teachers or Leadership as required to provide opportunities for consultation with parents along with experts in the various fields	As required
Kinder transition information night	To inform and consult with Kinder parents about school programs and practices To enable	Hosted by teachers and Leadership as required to provide information to parents	Term 4

	a smooth transition from PreFoundation to Foundation.		
Parent satisfaction survey	To inform actions to be taken towards the Strategic Plan priorities	Survey of parents – distributed randomly amongst community To use that data to inform future directions Discussed at School Council and shared via newsletter article.	Annually
Student Contact Details	To ensure all student information, health issues and contact details are up to date	Parents to access and update details through Sentral.	Updated as details change Annual update of all information
School Website	To provide information about the school, its policies and its programs	Updated by admin and includes the fortnightly newsletter	Ongoing
Curriculum Planners	To inform families of the termly focus areas in English, Mathematics and the inquiry unit.	Curriculum Leaders develop the planner that is updated to the school's website by the office team	Each term
Front Office Staff	Point of contact for parents/carers if they are unable to access a teacher. A point of contact to set up appointments with school staff	Admin staff available from 8.30 until 4.00.	As required
School events. e.g. Grandparents Concert, school concerts, productions and performances	To foster a sense of school community through shared experiences and activities	Various staff communicated through our school's newsletter or via Sentral portal messages or email.	Throughout the year
Child Safe Standards	To communicate how our school supports the safety of all students in our care.	ChildSafe policies on our school's website. Communicated to families via our newsletter. Child Safe policy Child Safe Code of Conduct	Term1

		<p>Protect poster shared via newsletter</p> <p>Articles on Child Safety included in newsletter</p> <p>Agenda item on school council each meeting.</p> <p>Agenda item on Staff Briefing</p>	<p>Term1</p> <p>Each term</p> <p>Twice each term.</p>
Respectful Relationships	To ensure the school community is informed and updated on the implementation of Respectful Relationships.	School newsletter	Ongoing throughout the year
Start Up program	To inform the school community of the approach to implementing the Start Up program.	Team and school newsletter	Annually
Policies	To provide a structured approach to how we manage school and Department of Education Processes	On our school's website - https://www.bpark.vic.edu.au/page/206/Policies and via our newsletter	As policies are developed