	Policy Name:	Communication Policy	Date of approval:	28/5/2018
	Responsible:	Leadership	Review date:	05/2022

COMMUNICATION POLICY



PURPOSE

This policy explains how Rosebud Primary School proposes to manage common enquiries from parents and carers.

SCOPE

This policy applies to school staff, and all parents and carers in our community.

POLICY


Rosebud Primary School understands the importance of providing helpful and timely responses to common enquiries from parents and carers. To ensure that members of our school community are directed to the most appropriate person to assist them, the information below outlines key contacts for common queries:

- to report a student absence, please contact our school office on 5986 8274
- to report any urgent issues relating to a student on a particular day, please contact the office on 5986 8274
- to discuss a student's academic progress, health or wellbeing, please contact classroom teacher either by email or approaching the teacher before or afterschool times.
- for enquiries regarding camps and excursions, please contact the school office on 5986 8274
- to make a complaint, please contact the Principal, Stephen Fisher or Assistant Principal, Leigh Mc Quillen on 5987 8274
- to report a potential hazard or incident on the school site, please contact Rosebud Primary School on 5986 8274
- to discuss parent payments, please contact the office on 5986 8274
- for all other enquiries, please contact our Office on 5986 8274 or email the school on rosebud.ps@edumail.vic.gov.au

School staff will do our best to respond to general queries as soon as possible and ask that you allow 2-3 working days to provide you with a detailed response. We will endeavour to respond to urgent matters within 24 hours where possible.

Rosebud Primary School is aiming to increase the use of electronic communications. We communicate with parents via;

- The school website
- Facebook
- School App & Portal through Sentral
- Newsletters (whole school)

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- Year Level Newsletters
- Assemblies
- Announcements
- Paper Notices

This policy will be reviewed every 4 years.