

TERANG COLLEGE

COMMUNICATIONS

POLICY (Operations)

1. RATIONALE

It is essential staff members of the College communicate information in agreement with established protocols to preserve the professionalism of the College, to protect the rights of individuals, to uphold our duty of care to students and to comply with DET and legal requirements. Parents need to be well informed on events happening in the College which directly affect their child. Staff need an efficient system for information dissemination and a clear channel for decision making within the work environment and whole College community.

2. AIMS

- 2.1. To ensure the communication of information is carried out correctly and in a manner that complies with College, DET and legal requirements.
- 2.2. To understand the importance of providing helpful and timely responses to common enquiries from parents and carers and to ensure members of our College community are directed to the most appropriate person to assist them.
- 2.3. Regular staff meetings should be a major forum for information dissemination and feedback.
- 2.4. To provide the College students, staff, parents and wider community documentation relating to Annual Implementation Plan, Strategic Plan, Annual Reports, policies, Emergency Management Plan and Child Safe Standards.

3. IMPLEMENTATION

- 3.1. Issues, actions and decisions relating to this policy will take into account Department of Education and Training policies, memos, guidelines and circulars and Government Ministerial Orders and Acts.
- 3.2. Our College has a policy of open and cooperative communication.
- 3.3. The College will protect the interests of individuals with regard to their personal information and respect the individual's right to control how their personal information is used and for what purpose.
- 3.4. The College will only collect consensual information and communicate and disclose information for the purposes for which it was collected.
- 3.5. Information sought from the College by any person or organisation must:
 - 3.5.1 be formally requested in writing.
 - 3.5.2 be approved by the Principal, or delegate, prior to the distribution.
 - 3.5.3 if concerned, be referred to DET's Freedom of Information Unit.
- 3.6. The College will comply with court directions to provide information at all times but will not respond to requests from lawyers seeking information without DET's approval.
- 3.7. The Principal and College Council President, when deemed necessary, will ensure each other are informed.
- 3.8. Staff :
 - 3.8.1 will endeavour to respond to general queries asap and aim to respond to urgent matters within 24 hours.
 - 3.8.2 are to have legal, departmental, local, professional and social obligations with regards to the communication of information.
 - 3.8.3 are free to make public comment on issues relating to education but, in doing so, must be wary not to make comments that can be construed as negative criticism of the College, College Council, our community, staff or community members.

- 3.8.4 will communicate with the Principal before making public comment or a formal statement on educational issues, the organisation, programs of the College or place of work. Action may be taken by individuals, the department or organisations against staff members who choose to communicate information improperly.
 - 3.8.5 Staff meetings will be held regularly at the both campuses.
 - 3.8.6 Professional Learning Teams (PLTs) and Professional Learning Community (PLCs) will meet on a regular basis.
- 3.9. Parent / Guardian:
- 3.9.1 Parents Association and College Council will serve as forums to discuss issues of parent concern.
 - 3.9.2 Concerns regarding a student's academic progress, health, wellbeing or injury are to be directed to the year level co-ordinator.
 - 3.9.3 The College will contact parents / guardians on the same day of an unexplained absence.
- 3.10. Student:
- 3.10.1 We will provide a minimum of two reports and the opportunity for two parent-teacher interviews for students with additional interviews upon agreement.
- 3.11. The Annual Implementation Plan, Strategic Plan, Annual Reports, policies, Emergency Management Plan and Child Safe Standard College documentation will be available:
- 3.11.1. on Compass
 - 3.11.2. on the College website
 - 3.11.3. as a hard copy which can be requested from the College.
- 3.12. The Annual Implementation Plan will be presented each year at a public meeting immediately prior to the first College Council meeting in term 2.
- 3.13. The College will communicate with students, parents, staff and the College Community via:
- 3.11.1 Compass (communicator - all staff)
 - 3.11.2 Staff daily briefings at 8.50 am (managed by administration team)
 - 3.11.3 Continual news feed on the website and facebook (managed by administration team)
 - 3.11.4 Emails (communicator – all staff)
 - 3.11.5 Terang College Email Account (managed by administration team)
 - 3.11.6 SMS (managed by administration team)
 - 3.11.7 Newspaper articles (communicator - all staff)
 - 3.11.8 Road signs (communicator – assistant principal or delegate)
 - 3.11.9 Digital signs (managed by administration team)
- 3.14. Management of the communications outlined in 3.11 will be conducted by either Principal, Assistant Principals, IT manager or Business Manager or their delegate.
- 3.15. Advertising requests from outside sources will be considered by the personnel listed in 3.12 who will determine the most appropriate location listed in 3.11.

3 EVALUATION

- 4.1 This policy will be reviewed every three years as part of the College's Policy review cycle.

Approved by College Council on 17/06/2019