



COMMUNICATION GUIDE

Policy revised	Endorsed by	Next revision date
07 March 2020	Staff / Governing Council	March 2022
23 June 2022	Staff / Governing Council	June 2024
File path: \\vv-server\admin common\QUALITY ASSURANCE\POLICIES_PROCEDURES		



COMMUNICATION GUIDE

Rationale

At Valley View Secondary School we believe an effective partnership between school and families is essential to ensure that *all students** achieve their potential. The school motto, “Every Student Matters”, underpins the way in which the school develops and implements strategies to ensure wellbeing and learning outcomes is maximised. The extent to which families engage is largely dependent on the communication ethos of the school.

Valley View Secondary School promotes a clear, effective and positive communication ethos to ensure that every student is succeeding through:

- establishing clear expectations for relational and timely responses to engage all stakeholders**
- building and strengthening partnerships based on mutual respect, dialogue and courtesy
- establishing positive lines of communication between home and school, utilising a broad range of contemporary communication channels
- clear, concise, coherent and cohesive communication managed in a timely manner, establishing collaborative opportunities for parents to share their opinions and needs and to participate in their child’s education
- ensuring a solutions focused approach to problems that are raised
- managing confidential information in a manner consistent with community expectations, professional standards and legal obligations
- acknowledging rights and responsibilities of all stakeholders
- abiding by all departmental policies and guidelines

Objectives

- promote a safe, inclusive and supportive environment which promotes open communication, respect, fairness and positive relationships with all stakeholders
- provide a two-way flow of communication between the school and parents/caregivers

**including but not limited to Aboriginal Learners, EALD Learners, Gifted and Talented Learners, Inclusive Education Learners, International Students, Special Class Learners and Students in Care*

***including but not limited to students, parents/caregivers, prospective parents/caregivers, staff, governing council members, community of Valley View Secondary School, Department for Education*

Item	Term 1	Term 2	Term 3	Term 4
Operational Information				
Newsletters: 'Valley News'	<ul style="list-style-type: none"> Achievement Newsletter start of each term Valley News Updates twice per term 			
Website	<ul style="list-style-type: none"> Annual Report published Curriculum Handbook published External School Review Report published Site Improvement Plan published Site Context Statement Published School Polices/Procedures published Newsletters/Updates published BYOD Information published 	<ul style="list-style-type: none"> School Polices/Procedures updated as required Newsletters/Updates published as required 	<ul style="list-style-type: none"> School Polices/Procedures updated as required Newsletters/Updates published as required 	<ul style="list-style-type: none"> School Polices/Procedures updated as required Newsletters/Updates published as required
Social Media - Facebook	Events and activities that take place across the school are actively published to Facebook			
School Events - Parent/Caregiver Engagement Opportunities				
Assemblies	Parents/caregivers are invited to attend the two scheduled assemblies per term: Celebrating Student Achievement & Showcase Assembly			
Open Night	Twilight Open Night			
Parent Acquaintance Evening	Parent Acquaintance Evening			
SACE Information Evening	SACE Information Evening			
Subject Information Evening		Subject Information Evening		
Parent/Caregiver/Teacher Interviews		Parent/Caregiver, Student & Teacher Interviews		Parent/Caregiver, Student & Teacher Interviews
Course Confirmation Evening			Course Confirmation Evening	
Transition (Year 6 into 7)				<ul style="list-style-type: none"> Transition (Year 6 into 7) Transition Parent Information Evening
Graduation Ceremony				Graduation Ceremony
Governing Council	<ul style="list-style-type: none"> AGM at start Term 1 Finance Committee & Governing Council meet twice per term 			

Item	Term 1	Term 2	Term 3	Term 4
Academic & Inclusive Education Communication				
Curriculum Handbook	Available on VVSS Website	Available on VVSS Website	Reviewed and updated for following school year	Available on VVSS Website
Reporting Student Achievement	<ul style="list-style-type: none"> A - E Term Grade Values Reporting Interim Report Descriptive Report Attendance 	<ul style="list-style-type: none"> A - E Term Grade A - E Semester Grade Values Reporting Interim Report Attendance 	<ul style="list-style-type: none"> A - E Term Grade Values Reporting Interim Report Descriptive Report Attendance 	<ul style="list-style-type: none"> A - E Term Grade A - E Semester Grade Values Reporting Attendance
Absenteeism	Student Absence is communicated by SMS through DayMap Messaging by 10:00am each day Communication via Mentor Group Teachers/House Managers including email, phone, absentee letters as required			
IESP Packages	Developed and communicated with staff/parents/caregivers as required			
Learning Plans <ul style="list-style-type: none"> Gifted and Talented Students 	Staff Audit - raising student academic issues via Learning Area and Staff Meetings	Learning Plans negotiated and documented with Student/Parents/Caregivers	Learning Plans negotiated and documented with Student/Parents/Caregivers (as required)	One Plans reviewed with Student/Parents/Caregiver
One Plans <ul style="list-style-type: none"> Aboriginal Learners Inclusive Education Students Special Class Students Students in Care 	<ul style="list-style-type: none"> Staff Audit - raising student academic issues via Learning Support and Staff Meetings Sensory Overview completed and communicated with staff/parents/caregivers (as required) Diagnostic Assessments/Reports communicated and documented via DayMap 	<ul style="list-style-type: none"> One Plans negotiated and documented with Student/Parents/Caregiver Sensory Overview completed and communicated with staff/parents/caregivers (as required) Diagnostic Assessments/Reports communicated and documented via DayMap as required 	<ul style="list-style-type: none"> One Plans negotiated and documented with Student/Parents/Caregiver as required Sensory Overview completed and communicated with staff/parents/caregivers (as required) 	<ul style="list-style-type: none"> One Plans reviewed with Student/Parents/Caregiver Sensory Overview completed and communicated with staff/parents/caregivers (as required)
NCCD (Nationally consistent collection of data on school students with disability)		NCCD Data Collected at Wellbeing Professional Learning and Staff Meetings	NCCD Data entered into EDSAS (as required)	
DayMap Parent Portal	Families have ongoing access to DayMap Parent Portal regarding day-to-day student activities including homework, attendance, tasks, assessments and feedback			

Item	Term 1	Term 2	Term 3	Term 4
General Communication				
Diaries	Ongoing two-way communication between parents/caregivers re homework, lateness, absenteeism, general information			
Emails	<ul style="list-style-type: none"> • VVSS will use email to bulk message to families about upcoming events, strategic communication, and other pressing/priority communication as required • Staff are expected to communicate within 48 hours of receiving an email from parents/caregivers • Staff can use email as a mechanism to communicate with parents/caregivers regarding student matters • Email will be used as a follow-up communication strategy if parents/caregivers cannot be contacted by phone 			
Phone Calls	Staff will communicate with families via phone call regarding student matters including, but not limited to, academic progress, wellbeing, attendance etc			
Materials and Services Charges	Materials and Services invoices issued	Materials and Services statements issued	Materials and Services final notices issued as required	Materials and Services Notice issued