



**SILVER TREE
STEINER SCHOOL**

Communications Policy

2023

This procedure is applicable to: Parents, Teachers and Staff

AUTHORISED BY:	Head of School
VERSION:	Version 3
DATE:	March 2023
REVIEW:	March 2025

Contents

COMMUNICATIONS POLICY	3
RATIONALE	3
POLICY STATEMENT	3
METHODS OF COMMUNICATION	4
Primary School Handbook and Early Childhood Handbook.....	4
School Newsletter	4
Parent-Teacher Evenings	4
Parent-Teacher Appointments	4
Class Carer communication regarding your class	4
School Reports	4
The School Website	4
Policies and Procedures	4
Text Messaging Service	4
Class Communication Books	4
Facebook Sites	5
Direct Communication	5
RAISING CONCERNS	5
Listening Circle	6

COMMUNICATIONS POLICY

This should be read in conjunction with the:

- Newsletter Guidelines and Procedures
- Concern and Grievance Policy
- Internet and Email Usage Policy
- Email Guidelines for Staff and Parents
- Social Media Policy

RATIONALE

At Silver Tree Steiner School, our aim is to be pro-active in strengthening positive partnerships between the School, its families and the wider community. Effective two-way communication is integral to this partnership.

The School communicates to parents in the following ways:

- Early Childhood Handbook
- Primary School Handbook
- School newsletter
- E-mail communication to parents
- Parent-Teacher evenings
- Class Carer communication
- School reports
- School website
- Policies and procedures
- Parent-teacher appointments
- Class communication books
- Emergency Text-messaging service
- Schoolzine app
- Parent education workshops
- Phone Calls
- School Notice Board
- Weekly Assemblies
- Silver Tree Steiner School Facebook Pages and Groups

POLICY STATEMENT

Silver Tree Steiner School strives to:

- Create a culture of open and respectful communication with the School community and external to the School community.
- Foster communication between parents and the teachers of their children.
- Keep parents regularly informed about classroom learning and their child's development at school.
- Keep communication relevant.
- Use appropriate channels for the type of communication.
- Ensure there is a well-structured formal program of communication with parents.

From parents, the school seeks:

- Timely, honest and complete information about their child.
- Information they have provided to the school remains accurate and current.

All communication will be respectful and underpinned by considerations of appropriate privacy and confidentiality principles.

METHODS OF COMMUNICATION

Primary School Handbook and Early Childhood Handbook

These documents are provided to new families at the time of enrolment. A current version of the Primary School Handbook is available upon request from the School Office.

School Newsletter

The School Newsletter, *Silver Leaves*, is published every second week and distributed to families via email and a hard copy is available at the notice board in front of the School Office.

The School Newsletter will contain, in each edition, news from the Head of School, diary dates and an article from Early Childhood and select Teachers.

Communication from the P&F will be published in the newsletter.

Parent-Teacher Evenings

These are generally held once a term and are a source of valuable information. They are a vital link between the class teacher and parents, where relevant information about the coming term and year is shared. As such, it is expected at least one parent attends each Parent-Teacher Evening. Please let your Class Teacher know if you are unable to attend.

Parent-Teacher Appointments

Teachers are available by appointment if parents would like to discuss their child. Appointments can be booked via Reception or via email with the Teacher.

Class Carer communication regarding your class

If the class teacher has elected to have a Class Carer, information from the P&F and messages regarding your class may be sent through the Class Carer. Communication from your teacher may be sent through the Class Carer, directly from the teacher, or via Reception.

School Reports

School reports are issued via post from Kindy 6 to Class 6 twice yearly at the end of Term 2 and Term 4.

The School Website

General parent information including policies and forms can be found on the school website.

E-mails from the Office

Important information from the school which is deemed appropriate to deliver outside of the newsletter is sent via e-mail from the School Office.

Policies and Procedures

These are available on the school's website or upon request from the School Office.

Text Messaging Service

Text messaging service may be used to inform you of timely information such as camp/excursion arrival times. Additionally, emergency information is sent via text message e.g. in the event of a fire evacuation or school shut down. It is vital that you keep your details held at the School updated.

Class Communication Books

These are held, at the discretion of the Teacher, on the verandah and are used to leave short messages on the day, for the teacher regarding your child.

The Schoolzine App

The Schoolzine App provides a platform for parents to access the following:

- School Calendar of Events
- Newsletters
- Absentee Notification
- Kindy Care Booking Forms
- PPS Completed Hours Form
- P & F Documents

The Schoolzine app can be downloaded from the App Store or Google Play. Search “Schoolzine”, download the app, then sign up to “Silver Tree Steiner School.”

Facebook Sites

Friends of the Silver Tree Steiner School group and *Silver Tree Steiner School* page are used to re-iterate communication which is sent through the above channels.

Parents can also communicate via the ‘*Silver Tree Steiner School Businesses and Buy Swap Sell*’ group, ‘*Silver Threads – Silver Tree Steiner School Craft Group*’ and individual Class Groups, Kindy, Parent and Baby Group as per each group’s description.

Direct Communication

Parents are able to e-mail their teacher directly at name.surname@silvertree.wa.edu.au, providing the content of the e-mail is respectful and it is understood that teachers are not available for immediate response via e-mail communication.

Teachers will contact a child’s parent as soon as possible (by phone, email or to make an appointment to meet in person) to discuss concerns that arise about a child.

The school administration staff will contact parents if a child is involved in an incident, accident, is seriously injured at school, complains of illness or needs to go home for any reason. The school will not contact parents if the child is able to be treated and well enough to stay at school.

Parents need to keep their child’s teacher informed about any significant incidents and changes that are likely to affect the student at school, their attendance at school or their completion of homework. This can be via school administration by email, telephone or in person at a parent-teacher appointment.

Teachers’ time before school starts is devoted to preparing the classroom for the day’s activities. Please respect the teacher’s time in the morning and avoid interruptions where possible.

RAISING CONCERNS

At times parents may have concerns regarding their child's academic progress, social relationships or a general classroom matter. These concerns should be raised directly with the child’s class teacher in the first instance. Appointments can be booked via Reception or a request emailed directly to the teacher. If an issue is not resolved with the teacher, it is suggested to contact the Head of School or Education Coordinator or the Concern and Grievance Policy should be followed.

Listening Circle

For more general, whole school concerns, the Listening Circle is held every Tuesday during term from 8:30am-9am in the School Gazebo with either the Head of School or Education Coordinator. This is an informal time set aside for parents to raise any feedback, questions or concerns in a respectful and non-confrontational manner with members of the Leadership Team.