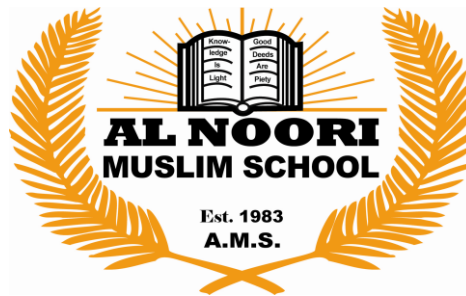


AL NOORI MUSLIM SCHOOL



# Communication Policy

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Policies & Documents

**Year 2016**

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## COMMUNICATION POLICY

Clear, open and transparent communication is essential to an effective organisation's growth and success. In a school context due to working with young children, effective communication is a must. Al Noori has numerous and varied approaches to maximise and ensure that ongoing communication is disseminated and reinforced amongst all stakeholders; students, staff, parents and directors. Communication between stakeholders has many positive outcomes: it helps in the process of sharing ideas, vision, support, advice, information, concerns. It paves the way for cooperation and shared responsibility. Within this understanding, communication is strongly supported in the school within the right channels.

The school's administrators welcome any formal and informal meetings/communication with parents and other stakeholders interested in the education and wellbeing of the students.

The following means of communication are available at the school and include all stakeholders in the communication process - Board of Directors, school administration, Parents, Staff and students:

### School-Community

#### 1) Interviews with Class Teachers:

Class teachers will always be happy to speak to parents before 8.20 am and after 3.45 pm. It is necessary to arrange for an appointment with at least two days notice. Doorstep interviews are not acceptable, as the primary obligation of the teacher is to the class.

#### 2) School Newsletter

An informative and comprehensive Newsletter is sent home with the children every three weeks and/or when necessary.

#### 3) School Notice Boards

There are a number of Notice Boards at the school. These usually display the weekly message of our Moral Education Program and other important information.

#### 4) School Information Booklets and Website

An updated school information booklet is issued every year and is forwarded to parents. Our Website: [www.alnoori.nsw.edu.au](http://www.alnoori.nsw.edu.au) is also available for parents or the public and contains the Annual Reports forwarded to the Board of Studies.

#### 5) Summary of Policy Documents

#### 6) Parent information Sessions and ongoing workshops

#### 7) Surveys

#### 8) Reporting to Parents

A report is sent home each semester. Parents are invited to discuss their children's progress at a corresponding interview. This interview provides information regarding the students' strength and areas for future development. Students can also participate in the interview.

#### 9) Parent information sessions- held annually in term one for grades 1-9, Kindergarten parents attend the Kindergarten Orientation.

## 10) Complaint and Grievances Policy

The school's Complaint and Grievances Policy encourages communication between the parents or students and the relevant staff member, if they have any concern. Issue can often be settled through this direct communication process. If the issue or issues are not resolved the grade coordinator can be contacted. After that a written complaint can be forwarded to the deputy principal. Issues could also be further raised with the principal and the chairman of the School board of directors, if there is a valid reason.

## Internal Staff Communication

### 1) Weekly Outline

The weekly outline has been found to be a highly successful and effective means of ongoing communication with ALL Staff. It serves as:

- i) *Reminders* to all staff of planned term events, excursions, upcoming events, confirms meetings...
- ii) *Professional Development* provide staff with articles of current readings
- iii) *Committee leaders* disseminate current project details and other pertinent information
- iv) *Deadlines*
- v) *Other matters*

### 2) Staff Meetings

Take place fortnightly. It is compulsory for all teaching staff to attend staff meetings. At staff meetings whole staff matters are raised such as reporting, curriculum.

### 3) Staff Professional Development

These take place at staff meetings and on pupil free afternoons. Consultants are usually booked in advance to engage staff in various professional development activities relating to curriculum, compliance and pedagogy.

### 4) Department/ KLA Meetings

These take place fortnightly or whenever necessary. These are chaired by school coordinators.

### 5) Grade meetings

Meetings are held weekly and are chaired by the grade coordinator.

### 6) Committee Meetings

Committee Meetings are scheduled to take place once a month. All staff are expected to be involved in at least 1 committee. Committees represent all Key Learning Areas.

### 7) Emails, memos, letters, phone calls

### 8) School policies and procedures

These are the foundations and fundamental mandated framework of the school's organisation and expectations. Copies of all policies are available in main staffroom and library, and grade coordinators have access to all policies.

- i. Compliance
  - Child protection with code of conduct
  - WHS with excursions, critical incident, lockdown and excursion.
- ii. Safe and supportive environment

Pastoral care including:

- Homework
  - Complaints and grievances
  - Counsellor
- iii. Attendance
- iv. Enrolment

## **Student Communication**

- 1) Morning Assembly announcements by Principal, executives and teachers
- 2) Reinforcement/clarification of announcements by teachers
- 3) Posters on bulletin board
- 4) Newsletters
- 5) Training programs
- 6) Teaching/Learning experiences
- 7) Teacher → student
  - a. Teacher written feedback
  - b. Weekly homework outline