



WEST LEEMING PRIMARY SCHOOL

Westall Terrace, Leeming, WA 6149

Telephone: (08) 9266 6000

Communication Plan and Procedures

School Vision

West Leeming Primary School strives to provide an environment conducive to the achievement of best possible outcomes for all students. We have a responsibility to provide opportunities for all students to achieve their potential, in order that they may contribute to and participate meaningfully in society.

Introduction

Communication at West Leeming Primary School is used to inform current and prospective staff, Parents and families of our commitment to the successful development of our students, to provide a secure and positive environment for all and address issues in a proactive manner. This plan and procedure includes:

- Pathways of Communication;
- Channels of Communication;
- Stakeholders (please refer to the Appendix); and
- Hyperlinks to Addendums, Talking with my Schools and the Complaints Handling Policy.

Pathways of Communication

Staff to Staff communication:

- Term Planners;
- Weekly Staff Bulletin - whole staff;
- Meetings- Staff, Phase of Learning/Specialist as well as Curriculum Meetings;
- Emails - specific staff and staff groups;
- *Connect; and*
- Communication to and from the front office.

Teachers to Parents/Carers and Families:

- School Stream App.
- Fortnightly newsletter;
- Emails;
- Telephone- 92666 000 (***Please do not use personal mobile phone numbers; use the school number***);
- Connect;
- Face to Face Interviews;
- Parents/Carers Information-Session;
- Notes and Permission Slips as required;
- West Leeming Primary School Website;
- Student reports;
- Notice Boards outside the library;
- Schools Online;
- Assemblies;
- Term Calendars; and
- Class letters / notes (class programs, upcoming events).

Parents/Carers to school:

- Emails- ***we will endeavour to reply within 48 hours***;
- telephone;
- informal and formal scheduled face to face meetings; and
- ***If you have any queries or concerns Classroom or Specialist Teachers are the first port of call.***

Absenteeism notification via:

- Message You (Application Software);
- Email - teacher or office;
- Written Notes;
- Verbal- Face to Face; and
- Phone call to front office.

School to Local Community:

- School Website;
- Letterbox Drop;
- Local Paper;
- Letters/Emails to local businesses; and
- Formal and informal meetings with business owners, leaders and community groups.

School to Media:

- School Website,
- Schools Online;
- Emails;
- Telephone; and
- ***In terms of critical issues seek advice from the Media Unit in the Department of Education.***

Channels of Communication

Channel	Details	Audience	Prime Accountability
Newsletter	Available Fortnightly on the school website and sent out via School Stream for all Parents/Carers	All Parents/Carers, Staff, wider community via website	Leadership Team
Website and School Stream	Provides current information such as Annual Reports, the Strategic Plan, School Handbook and so forth.	Internal and External Stakeholders	
Schools Online	Access via the web	Prospective and current Parents/Carers and Staff	Leadership Team
Class Letters & Notes	Class events Introductory letters Individualised letters	Year K -6 Students and Parents/Carers	Teachers
Emails	Newsletter Teacher-Parents/Carers contact Department email addresses at the discretion of the teacher	Parents/Carers and Staff	Leadership Team and Staff
Assemblies/ Presentation Evening	Friday 8:55 – 9:30 (approx. fortnightly) Showcase student work and performances.	Students, staff, families and wider community <i>Please note you are welcome to take photos and videos yet please do not upload these to social media due to privacy issues.</i>	Class teacher in collaboration with the Leadership Team
Notice Boards (School and P&C)	Reflects information in the newsletter. Community events	Students	Leadership Team and school community
Connect-Future Planning	Currently used to share documents among staff (e.g. Staff Bulletin and Staff Meeting Minutes/ Phase of Learning /Specialist Meeting Minutes)	Staff (2017) Students (Semester 1, 2018) Parents (Semester 2, 2018)	Staff
Hard Copy Notes	Permission Slips Specific Administrative letters Blue Slips	Parents/Carers Recognition of Improvement or Excellence (Academic or Social)	Leadership Team Teachers

Face to Face	<p>Parent Information Sessions (early Term 1).</p> <p>Formal and informal interviews as required.</p>	<p>Parents/Carers, external providers</p> <p>Protocol to book a time convenient to all parties.</p>	<p>Teachers, Leadership Team</p>
P&C	<p>P&C Meetings- Mondays of Week 3, and Week 8 at 7:30pm.</p> <p>P&C Newsletter</p> <p>School Stream</p>	<p>Parents/Carers, community</p>	<p>Leadership Team P&C President</p>
School Council	<p>School Council Meetings- Mondays of Week 3, and Week 8 at 6:30pm.</p> <p>Open meetings for the school community once a year.</p>	<p>Elected members from school and community</p> <p>Parents and community</p>	<p>School Chair and Principal</p>
External Interpreters	<p>Contacted when required through agency.</p>	<p>Parents/Carers requiring an interpreter</p>	<p>Leadership Team</p>

Addendums

Please see attachments:

1. [Talking to my school;](#) and
2. [Complaints Handling Policy.](#)

Appendix

Internal stakeholders	External Stakeholders	
	<i>Local</i>	<i>Broad</i>
Students	City of Melville	Relevant State and Federal government departments
Parents/Carers and families of students	Neighbouring schools both government and private	Relevant politicians and community leaders.
Teachers and Staff		Education providers (incursion, excursions, sporting groups)
School Council	Leeming SHS Local businesses	
P&C	Neighbours	Curtin University, Murdoch University, University of WA , Notre Dame, Edith Cowan University, TAFE
Prospective Families	Users of West Leeming Primary facilities	
Prospective Staff		Media (local & state) e.g. Melville Times, The West Australian
		Education networks and associations e.g. Department of Education, South Metropolitan Education Regional Office, School of Special Education Needs, Teacher Registration Board WA, School Curriculum and Standards Authority, Australian Curriculum Assessment and Reporting Authority, Roe Network of Schools, Leeming School Cell, Australian Institute for Teaching and School Leadership, WA Primary Principal's Association,