



The Ethnic Schools Association  
of South Australia Inc.

## HUNGARIAN COMMUNITY SCHOOL, ADELAIDE INC.

# Communication Policy May 2017

## Summary

This information applies to all Ethnic Schools of South Australia.

Table 1: Document Details

<b>Policy Number</b>	ES11
<b>Related Policies</b>	All Ethnic Schools Policies and Procedures
<b>Version</b>	1
<b>Created By</b>	Policy Officer: Kate Quane
<b>Reviewed By</b>	Executive Officer: Darryl Buchanan
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Table 2: Revision Record

<b>Date</b>	<b>Version</b>	<b>Revision Description</b>
February 2017	1	New policy developed



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## **HUNGARIAN COMMUNITY SCHOOL, ADELAIDE INC.**

### **Introduction**

Hungarian Community School, Adelaide Inc. believes clear, respectful, accurate and timely communication between staff, students, parents and the school community is very important. Hungarian Community School, Adelaide Inc.'s communication policy outlines mechanisms that the school will use for internal and external communication. This policy also outlines the purpose and frequency of communication channels use by the school.

This policy should be read in conjunction with all Hungarian Community School, Adelaide Inc. policies.

### **Policy**

All communication will be respectful of confidentiality and privacy. Hungarian Community School, Adelaide Inc. will monitor and improve as necessary its communication processes. The following sections of the policy outlines Hungarian Community School, Adelaide Inc.'s expectations for sharing information both internally and externally and how the school will communicate all of its policies to staff, students, and parents.

### **Sharing Information**

The sharing of information is important in the day-to-day functioning and operation of Hungarian Community School, Adelaide Inc.. Information sharing can improve the teaching and learning at Hungarian Community School, Adelaide Inc.. Information sharing can also breach the Privacy Act. It is important that staff are aware when it is ok to share information, what information can be shared and when consent is required before sharing information.

The Hungarian Community School, Adelaide Inc. Data and Information Policy outlines protocols around the collection of personal information. In the event of an Emergency or Critical Incidence, staff are cautioned about sharing information to avoid speculation and rumour. The Hungarian Community School, Adelaide Inc.'s Emergency and Critical Incidence Policy outlines the debriefing process in the event of an Emergency or Critical Incidence and the acceptable procedures for sharing information.

### **Internal Staff Communication**

Hungarian Community School, Adelaide Inc. uses a variety of communication channels to ensure accurate and up-to-date information is shared. The following sections outline how Hungarian Community School, Adelaide Inc. communicates with staff, parents, students and the wider community. Hungarian Community School, Adelaide Inc. has endeavoured to identify all types of communication

Staff at Hungarian Community School, Adelaide Inc. have a responsibility to maintain a duty of care to students entrusted into their care during school hours. At Hungarian Community School, Adelaide Inc. we expect staff to be familiar with all school policies and procedures. The school also expects that all staff are well prepared for lessons. To ensure that staff are well informed, Hungarian Community School, Adelaide Inc. has identified the following mechanisms to communicate with staff and have outlined the purpose, action and frequency of the communication.



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Mechanism	Purpose	Action	Frequency
School Improvement Process	To review current school practice and procedures and set goals for strategic planning	Review all policies and procedures Obtain feedback from staff, students and parents about current school practices and procedures	Every 3 years
Policy Handbook	Ensure the duty of care and well-being of all members of the school	Staff to access in their own time	Start of the school year or as policies as reviewed and updated
Email	To communicate key events, policies, ideas and achievements in the school To share information and documents	Open to all staff Staff required to check and respond to emails as needed	Ongoing
Website	To communicate key events, policies, ideas and achievements in the school. To provide information about the school, events, and programs	Open to all staff Staff will be informed about any updates to the schools website	Ongoing
Staff Meeting	To provide information, raise issues, plan and discuss school management, activities and programs	Whole staff meetings held as required	As required
School Notice Board	To provide weekly information regarding school events	Open to all staff for input. Staff responsibility to check and follow up.	Weekly
Social Media	Advertising	As required	

- Communication with colleagues should be conducted in a professional and courteous manner
- Confidentiality and privacy are to be respected and maintained at all times
- All forms of communication with colleagues should reflect an understanding, empathy and respect for individual circumstances, differences and needs
- If you are concern or uncomfortable about matters that have been communicated to you refer it to your line manager or Principal.
- It is your responsibility to report any breaches of this policy to your line managers or Principal



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### Community communication

Hungarian Community School, Adelaide Inc. uses a variety of channels to communicate with the wider Hungarian Community. Currently, Hungarian Community School, Adelaide Inc. uses the following mechanisms to inform the community of policies and procedures, events, and progress of students.

Mechanism	Purpose	Action	Frequency
Website	To communicate key events, policies, ideas and achievements in the school. To provide information about the school, events, and programs	Open to all staff Staff will be informed about any updates to the schools website	Ongoing
Social Media	To brief the community of upcoming events and to inform the community of school achievements and success. To allow a communication channel for members of the community to communicate with one another	Closed group where individual community members seek permission to join. Webmaster will monitor all social media to ensure questions are answers, concerns address and any inappropriate comments removed, reported and if necessary resolved.	Ongoing
Community Newsletter	To inform the wider community of events, progress reports and achievements	Published by the school authority	One per school term



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### Student communication

When communicating with students, Hungarian Community School, Adelaide Inc. will use similar mechanisms as when communicating with teachers and community. The language use may not be as sophisticated but the message will have all the key facts and information

Mechanism	Purpose	Action	Frequency
Student Handbook	Ensure students are aware of their expectations when using school equipment, participating in learning activities and to communicate school expectations	Students to read, sign and adhere to: student code of conduct Acceptable use of ICT	At the start of the year – given to students upon enrolment
Email	To communicate key events, policies, ideas and achievements in the school To share information and documents	Open to all staff Staff required to check and respond to emails as needed	Ongoing
Website	To communicate key events, policies, ideas and achievements in the school. To provide information about the school, events, and programs	Open to all staff Staff will be informed about any updates to the schools website	Ongoing
Social Media			

### Parent communication

Communication between the school and parents will occur on a regular basis.

- Ensure communication is courteous, open and respectful
- Listen actively to any concerns, seeking clarification when necessary to better understand the situation
- Defer any meetings to a later time if a resolution cannot be achieved
- Any written communication to parents must be checked by the Principal to ensure accuracy and clarity of information.



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Parents will receive formal school correspondence through:

Mechanism	Purpose	Action	Frequency
Enrolment Package	To ensure accurate record keeping	Provide parents with an enrolment form which must be read, signed and return to the school	Once a year at the start of the school year or given upon enrolment
Student Handbook	Ensure students are aware of the student code of conduct, acceptable use of ICT and other school expectations	Students to read, sign and adhere to: student code of conduct Acceptable use of ICT	At the start of the year – given to students upon enrolment
School Correspondence	To provide parents/carers with details of school programs and activities	Sent home with students as required Inform parents of a case of an infectious disease/ notifiable illness / upcoming excursions or incursions	As required
Permission Notes	To seek permission from parents for their child/children to participate in school activities	Excursion notes Incursion notes Given to parents two weeks prior to the event	As required
Email	To communicate key events, policies, ideas and achievements in the school To share information and documents	Open to all staff Staff required to check and respond to emails as required	Ongoing As required
Website	To communicate key events, policies, ideas and achievements in the school. To provide information about the school, events, and programs	Open to all staff Staff will be informed about any updates to the schools website	Ongoing
Student Reports	To communicate progress of a students' learning	Teachers to write report and Principal to check before sending home to parents	Quarterly, twice a year, once a year.
Social Media			



## HUNGARIAN COMMUNITY SCHOOL, ADELAIDE INC.

### Communication of Hungarian Community School, Adelaide Inc. Policies

Hungarian Community School, Adelaide Inc. has several policies to ensure that the duty of care of students, staff and volunteers are upheld and to meet the requirements of a Child Safe Environment. Hungarian Community School, Adelaide Inc. will have a hardcopy of all policies that staff and parents can peruse. Staff will be provided with an electronic version of the school's policies. The table outlines how Hungarian Community School, Adelaide Inc. will communicate the policies to staff, students and parents.

Policy	How will Hungarian Community School, Adelaide Inc. communicate policies to:		
	Staff	Students	Parents
Risk Management Policy	Policy handbook provided on school website Staff required to sign a register to state that they have read and understood the requirements of the policy		Emailed to parents at the start of the year Available at the front office for parents to peruse Open Day/Night
Child Safe Environments Policy	Policy handbook provided on school website Staff required to sign a register to state that they have read and understood the requirements of the policy		Emailed to parents at the start of the year Available at the school office for parents to peruse
Internal Recruitment and Selection Guidelines	Policy handbook provided on school website		
Enrolment Procedures	Policy handbook provided on school website		Parents will complete an enrolment form on an annual basis and return to the school.
Media Release and Photography Policy	Policy handbook provided on school website		Provided to parents in the enrolment pack When the school wishes to use a photograph, the Principal will contact home to
Complaints and Grievances Policy	Policy handbook provided on school website Staff are informed that it is unacceptable to air concerns or grievances on social medial	Students are informed that it is unacceptable to air concerns or grievances on social media and that if they have a	Emailed to parents at the start of the year. Information related to the policy provided in a welcome letter





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	and that if they have a concern to talk to the Principal or The Ethnic Schools Association	concern to talk to a staff member.	Available at the school office for parents to peruse
Student Code of conduct	Policy handbook provided on school website	Discussed with students upon enrolment and again during the first lesson of the year	Provided to parents in the enrolment pack
Teacher Code of Conduct	Discussed with staff at the interview. Staff and volunteers to sign at the start of the school year. Policy handbook provided on school website		Policy available on request
Behaviour Management Policy	Discussed with staff at the interview. Policy handbook provided on school website	Discussed with students upon enrolments and again during the first lesson	Emailed to parents at the start of the year. Information related to the policy provided in a welcome letter
Cyber-Safety Policy	Policy handbook provided on school website	Students required to sign and return the Acceptable Use of ICTs Discussed with students upon enrolments and again during the first lesson. Students are reminded of the importance of being cyber safe when using ICTs.	Parents are required to sign and return the Acceptable Use of ICTs. Acceptable Use forms to be included in the enrolment package.
Anti-Bullying Policy	Policy handbook provided on school website	Discussed with students upon enrolments and again during the first lesson	Emailed to parents at the start of the year. Information related to the policy provided in a welcome letter
Medication, Accident and First Aid Policy	Policy handbook provided on school website When medical notification forms come to the school, staff will be made aware of the students that may require medical attention When a staff member enrolls in a first aid course, they will be reminded of the policy so	Students will be informed during the first lesson of what to do if they have an accident or if they see an accident. Procedures will be regularly communicated through the school newsletter.	Provided to parents in enrolment pack Parents to return signed forms of any ongoing medication that their child/ren require during school hours. Procedures will be regularly communicated through the school



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	they are aware of the school procedures		newsletter.
Immunisation and Infection Control Policy	Policy handbook provided on school website	Students will be given information in the event that a notifiable disease is detected during school hours	School to contact home in the event a notifiable disease is detected during school hours. Parents will be made aware of the policy upon enrolment
Student Attendance Policy	Policy handbook provided on school website	Discussed with students during the first lesson	Parents will be made aware of the policy upon enrolment
Emergency and Critical Incident Policy	Policy handbook provided on school website	Students informed of evacuation procedures during the first lesson. Evacuation procedures are prominently located in all rooms and areas. Evacuation drills will occur annually	Policy available on request
Supervision of Students Policy	Policy handbook provided on school website	Students will be made aware of break times, the permitted areas they can be during a break and the requirements of before and after school	Emailed to parents at the start of the year. Information related to the policy provided in a welcome letter
Excursions and Incursions Policy	Policy handbook provided on school website		Policy available on request
Hot Weather Policy	Policy handbook provided on school website		
SunSmart Policy	Policy handbook provided on school website At the start of school, teachers will be reminded of the importance of being SunSmart	Teachers to highlight and model the importance of being SunSmart. Prior to break time during the months of September to April, teachers are required to remind students of how to be SunSafe.	
Screening DVDs and Movies Policy	Policy handbook provided on school website		Permission note sent home prior to the viewing of DVDs/Movies informing parents of the movie and to obtain permission for their child/ren to watch the movie



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Special Needs Policy	Policy handbook provided on school website		
Data and Information Management Policy	Policy handbook provided on school website		
Occupational Health and Safety Policy	Policy handbook provided on school website		Policy available on request
Communications Policy	Policy handbook provided on school website		
Visitor and Parental Volunteer Policy	Policy handbook provided on school website		Parental Volunteers will be referred to the website when they start at the school

#### Other Relevant Documents:

The Ethnic School Association Roll Book. Available from the Ethnic Schools Association

Ombudsman SA (2008) Information Sharing Guidelines for promoting safety and wellbeing. <http://www.ombudsman.sa.gov.au/wp-content/uploads/ISG-Guidelines1.pdf>



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