

Waimea Heights Communications Policy

Preamble

Waimea Heights is a coeducational public school which embraces the core values of Learning & Achievement, Diversity, Integrity and Social Responsibility. The development of strong and meaningful partnerships with the community is one of its Key Drivers.

In 2016 Waimea reviewed its communications with the school community, including feedback from parents/carers, staff and the wider community. In response to this feedback, the school developed a fortnightly online newsletter that is mobile-friendly and capable of one-click translation.

The school has a webpage for general, static information, and a parent noticeboard for posters and flyers. It also maintains a whole-school Facebook page for more topical communication, and many classes also have their own newsletters and/or online communications sites, such as a Facebook page, Twitter feed, Class Dojo or Seesaw account.

This communications policy was reviewed by the School Association in 2017.

Policy

- The school Facebook page is managed by the Principal and delegates, and is an 'open' community.
- Parent/carer permission will be obtained for the use of photos that identify students on social media.
- The newsletter is published online fortnightly, and accessible on a variety of devices via an online app and webpage.
- Funding for the newsletter is supported by online advertising within the newsletter, following the Waimea Financial Support Policy.
- Names of students in the newsletter and school Facebook page will generally be first-names only.
- Parents/carers wishing to chat with their child's class teacher/s are very welcome to call in at the classroom at the beginning or end of the school day. For longer discussions they are asked to make an appointment time to meet with the teacher/s.
- Parents/carers are welcome to email their child's teacher with questions, information or concerns. They should note that teachers are often unable to check their email accounts during the day, while they are teaching their class. They are not expected to read or respond to emails outside working hours.
- Reports (three per year) and parent/teacher meetings (two per year) are scheduled according to Department of Education requirements.

Updated May 2017