

## Damascus College Communication Policy

Ratified: December 2020  
Review Date: January 2022

### Rationale

Damascus College is committed to open, transparent and effective communication with all stakeholders. This Communication Policy meets the requirements under Schedule 4, clause 12 of the Education and Training Reform Regulations 2017. Schools are required to demonstrate the communication of policies and procedures relating care, safety and welfare of students to staff, students, parents, guardians and the College community.

This policy aims to ensure that:

- effective communication between the College community members takes place;
- processes are in place to allow open and honest communication amongst all College community members;
- confidential information is managed in a manner consistent with community expectations, professional standards and legal obligations;
- clear, positive and fair processes and guidelines are provided which allow issues or concerns to be aired and resolved in a timely, effective and respectful manner.

### Policy Statement

Effective communication is essential in providing students, teachers, parents and the community with the necessary information to make appropriate decisions. Damascus College is committed to using communication processes and techniques to build positive learning environments for students, staff and parents in order to inspire and educate all students to succeed in becoming productive and valued citizens.

Electronic communication is the primary method of communication at Damascus College. This includes the College website, newsletters, email communications, SIMON Learning Management System, via approved Apps and telephone.

In addition to electronic communication, members of the College community may request printed copies of policies and other documents from the reception of the College. The availability of interpreters or having key documents in community languages can also assist with communication and can be requested.

Members of the community will have regular, formal opportunities for engagement with the College staff and this includes: Open Days, TA conferences, Parent Information sessions, or more informal face to face meetings with TA teachers, subject teachers and Principals as required and other events in which the College community is encouraged to participate. Dates for these events are published in the College Newsletter and on the College website. If wanting to make an appointment this can be done through the Simon Schools parent portal (PAM).

At Damascus College we have a commitment to transparent, professional and respectful engagement and communications with the members of its College community that considers appropriate privacy and confidentiality principles.

## Communication overview

**College Strategic Plan:** compiled in collaboration with DOBCEL, College leaders and in consultation with the wider College community. It proposes commitments to key improvement strategies and intended outcomes for the College over the School Improvement Cycle, usually four years. An Annual Strategic Plan is developed to outline the incremental progress towards the commitments each year. This is available to families via the College website.

**College Policies:** Policies are available on the College website or, upon request, from the College office.

**Parent Handbook:** Parent Handbook or Prospectus is provided to new families at the time of enrolment. A current version is also available on the College website.

**College Newsletter:** The newsletter is published weekly on a Wednesday and is made available to families via email and on the College website.

**Principal's meetings with the School Advisory Council (SAC):** provides an opportunity for the Principal to highlight resourcing and operational issues relevant to the general College community. These meetings are held monthly.

**Parent Information Nights:** provides information to the College community. It includes the opportunity for all parents at the commencement of the College year. Dates are advertised on the College website and via the newsletter.

**TA Interviews:** formal meetings held between the Students Teacher Adviser (TA), Parent/Guardian and Student held once per term, and at other times on request. Information is provided to families and scheduled through PAM within Simon Schools.

**Academic reports (written):** DOBCEL Schools must issue twice yearly at the end of Term 2 and Term 4.

**Communication with Staff Members:** Parents/Guardians can contact College staff via email or through the College Front Office Reception

## Policies and Procedures

The following are available on the College website and can also be made available if required:

- College Vision, Mission and Philosophy Statement
- Annual Report to the College Community
- Privacy Policy
- Statement that the College adheres to the Democratic Principles
- Enrolment Policy, including College Fees and Levies
- Code of Conduct for Students and Parents
- Anaphylaxis management
- Attendance policy
- Child Safety Policy
- Child safety commitment statement
- Child protection – responding and reporting obligations
- Child Safety Code of Conduct
- Complaints Handling Policy
- Communications Policy
- College Duty of Care Policy

- Emergency Bushfire Management
- Arrangements for ill students
- First Aid and Student Medical Management (i.e. Asthma, Administration of medicine)
- Anti-bullying and Harassment Policy
- Digital Technologies Policy
- Mandatory Reporting Policy
- Reportable Conduct Policy
- Pastoral Care and Wellbeing Policy
- Student Behaviour Management Policy
- Supervision of Students Policy
- College Student Supervision Information for Parents
- Information for Volunteers