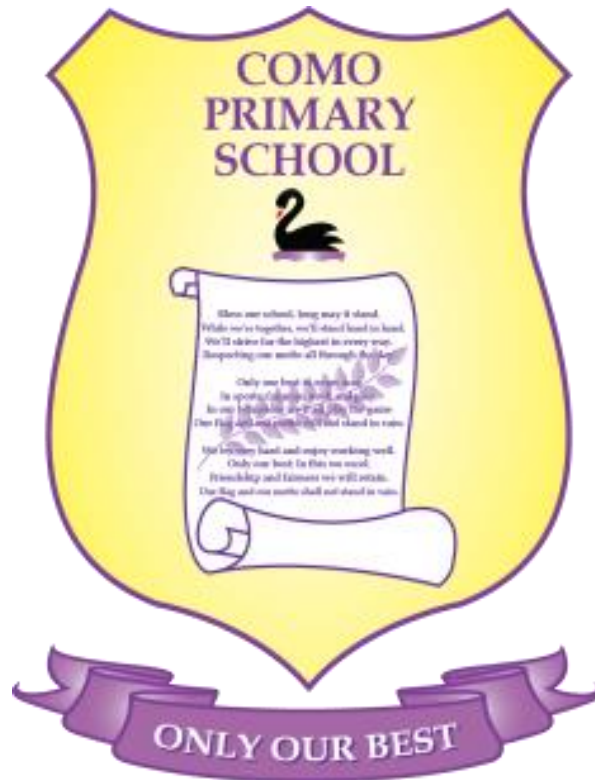


Como Primary School



Communication Plan

Como Primary School's Communication Plan

Inspired to learn and empowered to excel: We are an inclusive community where all are valued. We strive for social and academic excellence where every child is supported to reach their full potential as independent lifelong learners.

Como Primary School is at the heart of the community and attracts strong support and respect from families, local businesses and organisations. In line with its desire to be regarded as a school of excellence and opportunity Como Primary aims to communicate clearly and consistently with its broad range of stakeholders.

Communication at Como PS 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.

Internal stakeholders	External Stakeholders	
	Local	Broad
Students	City of South Perth	Relevant State and Federal government departments
Parents/guardians and families of students	Neighbouring schools both government and private	Relevant politicians and community leaders.
Teachers and Staff	Curtin University	Education providers (incursion , excursions, sporting groups)
School Board	Local Businesses	Como Primary School Alumni
P&C	Neighbours	Curtin Education Community
Prospective Families	Users of Como Primary Facilities	Tertiary institutions
Prospective Staff	Jellybeans	Media-local- Southern Gazette
		Education sector networks and associations e.g. TRBWA, WAPPA, TDS- Woodvale Hub and Applecross PS, AITSL, ACARA, CEC.

Pathways of Communication:

Staff to Staff communication

- Bulletin- whole staff
- Emails- specific staff and staff groups, avoid ALL STAFF emails
- Communication to Office Form regarding student health and well being

Teachers to Parents/guardians and Families

- Diary
- Emails
- Connect
- Face to Face Interviews
- Parents/guardians Information Afternoon
- Annual Open Classroom
- Notes and Permission Slips as required
- School to Parents/Guardians Website
- App- high level alerts and major whole school events
- Speech Night
- Reports
- Notice Boards on veranda and breeze way
- Schools Online

Parents/guardians to School

Diary, emails, informal and formal scheduled face to face meetings.

Absenteeism notification via:

- School App- Skoolbag
- Email- teacher or office
- Diaries
- Written Notes
- Verbal- Face to Face
- Phone call to front office

School to Local Community

- Website
- Letterbox Drop
- Local Paper

- Letters/Emails to local businesses
- Formal and informal meetings with business owners, leaders and community groups

School to Media

- Emails

Channel	Details	Audience	Prime Accountability
Newsletter	Available Fortnightly from Website and Emailed to all parents/guardians	All Parents/guardians, Staff, wider community via website	Administration
Website	Current, user friendly, informative Annual reports and business plan available School Handbook School Board agenda and minutes	Internal and External Stakeholders	Clare Brook
Schools Online		Prospective and current Parents/guardians and Staff	Administration
School App- Skoolbag	Used for: <ul style="list-style-type: none"> - Absenteeism - Events - Major Alerts 	Parents/guardians and Staff	Penny Herne and Clare Brook
Diary	Students record homework. School events Feedback to students and parents/guardians by teachers. Signed by parents/guardians and teachers weekly. A minimum of fortnightly written feedback from teacher	Year 1-6 Students and Parents/guardians	Classroom Teachers and Students
Emails	Newsletter Teacher-parents/guardians contact Emails provided on website under staff profiles	Parents/guardians and Staff	Administration and Staff
Assemblies	Friday 8.45-9.30 Highlight values and virtues of the school. Celebrate and showcase to act as a window to our classrooms	Students, Staff, Parents/guardians, Families and wider community	Penny Herne

	SPEECH NIGHT		
Notice Boards	Up to date events and information Reflects information in the newsletter	Students	Penny Herne P&C
Connect	Used for: Sharing class work with parents/guardians. Sending out notifications specific to your class. - Minimum use-class calendar and photos	Parents/guardians, Families, students, teachers	Classroom Teacher Clare Brook Rachel Martino
Hard Copy Notes	Permission Slips Specific Administrative letters	Parents/guardians	Administration
Face to Face	Annual Open Classroom Night Parent Information Sessions, early Term 1. Formal and informal interviews as required.	Parents/guardians, external providers Protocol to book a time convenient to all parties.	Classroom Teachers, Administration
P&C	Open meetings for community. Alternate evening and after Friday assembly meetings	Parents/guardians, community	Administration P&C President
School Board	Open meetings for community once a year. Agenda and Minutes of meetings posted on school website	Elected members from school and community Parents and community	School Chair and Principal C. Brook and P.Herne
External Interpreters	Contacted when required through agency	Parents/guardians requiring an interpreter	Administration