Rationale

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

Loreto College Ballarat has implemented a variety of effective communication methods that aims to ensure:

- effective communication between all school community members takes place;
- processes are in place to allow open and honest communication amongst all school 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. Loreto College Ballarat 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 Loreto College Ballarat. This includes the school websites, newsletters, email communications, SIMON Learning Management System, via Loreto College Ballarat approved Apps and telephone.

In addition to electronic communication Loreto College Ballarat also offers alternative methods of communication to reflect the needs of the school community it serves. Members of the school community may request printed copies of policies and other documents from the reception of each School.

Members of the community will have regular, formal opportunities for engagement with the school such as Open Days, Parent/Teacher/Student conferences, Parent Information sessions, or more informal face to face meetings with classroom teachers and principals as required and other events in which the school community is encouraged to participate.

Loreto College Ballarat demonstrates a commitment to transparent, professional, and respectful engagement and communications with the members of its school community that considers appropriate privacy and confidentiality principles.

Communications Overview

School Improvement Plan: Loreto College Ballarat School leaders and in consultation with the wider school community implement a School Improvement Plan. It proposes commitments to key improvement strategies and intended outcomes for the School over the School Improvement Cycle, usually four years. An Annual Action Plan is developed to outline the incremental progress towards the commitments each year.

School Policies: Loreto College Ballarat Board approves policies and procedures at school level that must be accessible to the school community and selected policies pertaining to Governance and Risk. Using the school's website is an excellent way to ensure that parents, carers, and members of the community can easily locate policies and other documents when required.

They must be made available on the school's website or, upon request, from the school office. Parents and staff must be notified of any relevant changes to school policy and procedures. This is communicated through our eNews.

Parent Handbook: Loreto College Ballarat publishes a Prospectus which is provided to new families at the time of enrolment and on is available on the School website.

School Newsletter: Loreto College Ballarat publishes a fortnightly eNews, which is distributed to staff, students and their families. This is posted on the school's website, the school App and can be emailed to parents upon request.

Principal meetings with the Board and other College committees: provides an opportunity for the Principal to highlight resourcing and operational issues relevant to the general school community.

Parent Information Nights: provides information to the school community. It includes the opportunity for all parents at the commencement of the school year.

Parent-Teacher-Student Conversations/Conferences: formal meetings held at least twice yearly (usually in Term 1 and 3), and at other times on request.

Academic reports: Loreto College Ballarat reports to parents three times each semester. Parents can also check in PAM for student progress and feedback on Assessment.

Communication with Staff Members All staff members are issued a Loreto College Ballarat School email address. Loreto College Ballarat communicates with staff on policies and procedures through a variety of means including Staff Portal, Staff Handbook, staff induction, regular staff meetings and professional learning days. Emails are to be checked on a daily basis as it is the main form of communication.

Policies and Procedures

Loreto College Ballarat ensures the following policies and procedures are communicated to its school community. The School website is the central point for the publication of policies. The College also publishes some policies in documents such as Handbooks, Prospectus, student planners, newsletters, etc or have available in hard copy for collection:

- School Vision, Mission and Philosophy Statement
- Annual Report to the School Community
- Privacy Policy
- Statement that the school adheres to the Democratic Principles
- Enrolment Policy, including School Fees and Levies
- Code of Conduct for Students and Parents
- Anaphylaxis Policy
- Attendance Policy
- School Child Safety Policy
- Child safety commitment statement (CECV)
- Child protection – responding and reporting obligations
- Safeguarding Children and Young People Code of Conduct
- PROTECT Reportable Conduct Policy
- PROTECT: Reporting and Responding Obligations Policy
- PROTECT: Reporting and Responding Obligations Procedures
- Complaints Handling Policy
- Communications Policy
- School Duty of Care Policy
- Emergency and Critical Incident Management Policy
- Asthma Policy
- Arrangements for ill students
- First Aid and Infection Control Policy
- Student Anti-bullying and Harassment Policy
- Digital Technologies Policy
- Pastoral Care and Wellbeing Policy
- Student Behaviour Management Policy
- Supervision of Students Policy
- School Student Supervision Information for Parents
- Information for Volunteers
- Supervision of Students Volunteer Information
- Student Care and Health Policy (First Aid)