



This Policy document provides parents and teaching staff of Pullenvale State School with a comprehensive outline of the school's communication strategies and protocols.

FORM OF COMMUNICATION	METHOD
<p><b>General Conditions of Communication between classroom teachers and parents</b></p>	<ul style="list-style-type: none"> <li>• Communication must comply with the Department of Education QLD Code of Conduct</li> <li>• We are a school who acknowledges and adheres to the Pullenvale State Schools Responsible Behaviour Plan: Safe, Respectful, Learners. These three rules apply to all members of our school community, in all forms of our practice</li> <li>• Emergency contact or important information for the classroom teacher can be filtered through the school's office administration</li> <li>• Parents/carers are to be clear of classrooms from 8.50am each morning until 3pm, at the end of the school learning day (unless volunteering)</li> <li>• Late slips for all students arriving after 8.50am must be collected from the office prior to attending their classroom</li> <li>• Classroom teacher will continue to frequently, where required, share key information, upcoming events, student successes and what we are learning (WALT &amp; WILF)</li> <li>• Classroom parent representative will share key event and will provide updates on key P&amp;C events and actions, in consultation with the classroom teacher</li> <li>• Teacher role descriptions and communication policy will be reviewed annually, and disseminated accordingly</li> <li>• Communication by either a teacher or parent which is in breach of the code of conduct or the school rules will be referred directly to the school leadership team</li> </ul>
<p><b>PHONE APPLICATIONS</b>  <b>Frequency:</b> Teachers Discretion  <b>Users:</b> Teacher to Parent Only</p>	<p>A classroom teacher may or may not wish to use a phone-based application for communication.  <b>Approved Media:</b></p> <ul style="list-style-type: none"> <li>• Bloomz</li> <li>• Class Dojo</li> </ul>
<p><b>EMAIL</b>  <b>Frequency:</b> Teachers Discretion. Response period up to 48 hours, not in instruction times 8.45am – 3.15pm  <b>Users:</b> Teacher to Parent                  Parent to Teacher</p>	<p>All classroom teachers have access to email.  <b>Conditions of Use:</b></p> <ul style="list-style-type: none"> <li>• Only use Education QLD email address of classroom teacher</li> <li>• A classroom teacher will reply to your email within 48 hours of email being sent. Up to 72 hours after 3.15pm on a Friday</li> <li>• Email is not accessed by classroom teachers during a typical 8.45am to 3.15pm teacher-instruction period</li> <li>• Classroom teachers and parents refer to Code of Conduct for appropriate use and behaviour of emails</li> <li>• Job shared teaching classrooms: All classroom teachers and parents must be included in emails. Where required and possible, job shared teachers will discuss information prior to sharing with parents</li> </ul>
<p><b>DIRECT CONTACT / FACE-TO-FACE</b>  <b>Frequency:</b> Teacher Discretion  <b>Users:</b> Teacher to Parent                  Parent to Teacher</p>	<ul style="list-style-type: none"> <li>• Direct contact meetings will be negotiated between the parent or carer and the classroom teacher. For job shared classrooms, the duty classroom teacher only present on the day, will attend the scheduled meeting</li> <li>• Direct contact meetings will not occur at anytime between 8.45am and 3.15pm, teacher-instruction times</li> <li>• Direct contact meetings must be kept to 10 minutes. Further meeting times can be negotiated for a later date</li> <li>• Parent-teacher meeting times are encouraged for follow up meetings. P-T meetings are a maximum of 10 minutes</li> <li>• No parent access to the classroom learning environment between 8.45am and 3.15pm, teacher instruction times, unless invited for class support, or other. Parents/carers and visitors supporting classrooms <u>must</u> sign in at the office, at all times</li> <li>• The school's leadership team and/or teachers in charge may be requested to attend Parent-Teacher meetings</li> </ul>
<p><b>PHONE</b>  <b>Frequency:</b> Nil  <b>Users:</b> No Users</p>	<p>Phone calls will not be forwarded to classroom teachers during 8.45am and 3.15pm, teacher instruction times</p> <ul style="list-style-type: none"> <li>• Parents will not be provided with any personal phone or contact details for staff</li> <li>• Teaching staff will be provided with 1 or 2 excursion or camp mobile phones, while off campus. These numbers will be shared with parents prior to departure, for emergencies only</li> </ul>