



Rationale:

Tallygaroopna PS is a community school and all stakeholders (staff, students and parents) are encouraged to provide feedback whenever possible. Input whether positive or negative is valued and a number of communication procedures are used to make feedback available to parents. Below is a brief outline of how the school communicates important information (ie: policies) to members of our school community.

1. Newsletter – this is available on a weekly basis with a full edition being held one week and a mini version being put online every alternate week.
2. Website – the link (<http://www.tally-ps-3067.vic.edu.au/>) is frequently displayed on our newsletter and families are encouraged to go here to view specific dates, newsletters and policies which are endorsed.
3. Tiqbiz – this is the preferred method of regular communication with our school community. This is monitored by the Principal and all families are encouraged to join this resource. Tiqbiz is available on phones, mobile devices and on personal computers. Tiqbiz is used for whole school messages along with more specific ones for an intended audience (ie: specific classes, parents club, school council..etc.). Communication can be immediate and will be used if the whole school community needs to be informed of an important matter immediately (ie: emergency situation).
4. Facebook – this is monitored frequently as an alternative to Tiqbiz. Not all families utilise this resource so it is not the preferred option.
5. SMS – at times individual families are contacted in regard to specific matters which need addressing immediately (ie: buses, behaviour...etc)
6. Phone Calls – these are made on a regular basis both formally and informally to make personal contact with families. These are made often when there is a sickness or injury that occurs at school. Phone calls are encouraged to give families regular feedback which is both positive and negative in relation to issues at school.
7. Sheets sent home – these are implemented during specific events where immediate feedback is sought. An example of this might be when a School Review is in place.

The above forms of communication give families many options which are available to continue to maintain the important link between school and home. Our school prides itself on the way that we deal with our key stakeholders and other alternatives are frequently discussed in a variety of forums at school (ie: Parents Club, School Council...etc.)

Evaluation:

- These procedures will be reviewed as part of the school's three year review cycle and feedback will be sought from the School Community.
- This policy was endorsed by School Council on Wed 27th August 2014.