

# Sacred Heart School Communication Policy



## 1. PURPOSE

The Communication Policy aims to provide understanding and guidance for the appropriate use of communications tools, including verbal, printed and digital.

The policy will ensure:

- Processes are in place, which allows for 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.
- A positive, productive and harmonious school environment is maintained.

This policy must be read in conjunction with *Sacred Heart School Communication Procedure* and the *Brisbane Catholic Education Student, Parent and Guardian Complaints Management Policy*.

## 2. RATIONALE

The Sacred Heart School Communication Policy reinforces that all forms of communication, including verbal, printed are expected to be at the highest standards of ethical practice and professional competence.

Sacred Heart School is committed to providing a safe, inclusive and supportive environment that promotes open communication, respect, fairness and positive relationships.

## 3. POLICY STATEMENT

Sacred Heart School aims to have clear and effective communication with all parents and with the broader community. Effective communication enables us to share our aims and values by keeping parents and carers well informed of their child/ren's learning progress and wellbeing. We believe that the partnership between home and school is an important part of ensuring that children are happy, secure and open to learning. We are committed to working together to meet the various needs of our school community. Central to achieving this is trusted, open and effective communication between all members of the school community.

## 4. PRINCIPLES

- **People-focused:** build trusting relationships by respecting individuals and the community.
- **Partnerships:** working collaboratively with employees, students, families, parish and community to care for the cognitive, spiritual, physical, intellectual and emotional wellbeing of students.
- **Accessibility:** Information is communicated promptly and is easily accessed through a variety of forms.
- **Engagement and culture:** connecting teachers and parents/carers.
- **Confidentiality:** Sensitive information is confidential and managed following Australian Privacy Principles within the Privacy Act 1988 (Cth).