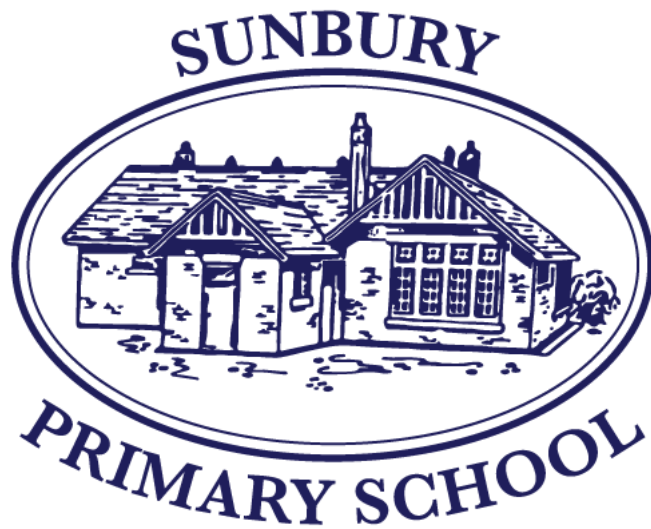


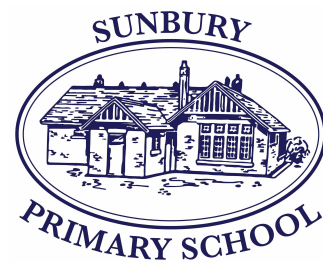
# Sunbury Primary School



## School Communication Policy and Procedures

(including Seesaw Policy)

# Communications Policy



## Rationale

At Sunbury Primary School we are committed to providing a safe, inclusive and supportive environment which promotes open communication, respect, fairness and positive relationships.

We believe that the relationship between home and school is a very important part of ensuring that children are happy, secure and open to learning. As a school community we are committed to working together to meet the various needs of our school community. Central to achieving this is trust and open, effective communication between all members of the school community.

## Aims

### To ensure:

- That effective communication between all school community members takes place
- That processes are in place which allow for open and honest communication amongst all school community members
- That confidential information is managed in a manner consistent with community expectations, professional standards and legal obligations
- That 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
- That a positive, productive and harmonious school environment is maintained

## Guidelines for Implementation

Sunbury Primary School will use a range of strategies to communicate effectively with the school community. These are listed in the Appendix- *Mechanisms for Communication*.

- The main source of school community information is the Compass portal. This is an important tool and it is the responsibility of families to check Compass and read the New Feed posts to stay abreast of the current happenings at the school.
- It is also the parents/carers responsibility to ensure that their current email address is up to date so that communication is ongoing and available to use as required.
- The *Mechanisms for Communication* (see appendix) will be reviewed annually to reflect and update the current operational communication processes at work in the school.
- It is acknowledged that teachers have time constraints during the school day and issues or concerns are best dealt with when uninterrupted time and attention can be given to them. In all cases if the matter is urgent and / or relates to the possible risk or harm to a student, a member of staff or another member of the school community, the Principal class should be informed immediately and the urgency of the matter conveyed

### 1.1 Curriculum and class information

- Teachers and year level teams will communicate curriculum information via the School Website.
- Extra and incidental curriculum information may be sent via SeeSaw throughout the year and is done so at the discretion of each learning team

### 1.2 Guidelines for communication- appropriate use of Email

Sunbury Primary School considers email a vital communication tool and recognizes the importance of proper email content and speedy replies. Nevertheless the high volume of email traffic and the resultant impact on workload issues necessitates some guidelines for all users of the school's email system. All emails to staff should come through

the schools DET email address [sunbury.ps@education.vic.gov.au](mailto:sunbury.ps@education.vic.gov.au). Emails will be directed to the relevant persons, and families are asked to consider that as teachers are not always online due to teaching and meeting responsibilities, their response times may take from 2 to 4 days within the working week.

### **1.3 Guidelines for communication- Phone**

Sunbury Primary School encourages parents and staff to use the telephone as an important tool to communicate personal concerns and issues that cannot be discussed via email. It is also important that all conversations by all parties are respectful and courteous.

Telephone communication is also useful for queries, urgent messages that need to be relayed to students and teachers, and student absences.

Staff may not always be able to return telephone calls during the normal school day and may take up to 48 hours to return the call. Email may then be used to respond to the call and arrange a meeting time.

Staff private phone numbers are not to be given out to parents. Parents are advised that if they wish to contact staff by phone they are to call the school during working hours.

### **1.4 Guidelines for communication -Social media**

Sunbury Primary School has a Facebook page and an Instagram account as a form of supporting the communication around social events and happenings at the school to the wider community. Compass will continue to be used as the main source of providing our community with instant notifications and reminders of daily events. This is an information service app which allows parents/carers to also notify the school of absences, change family details and make contact with the school.

To support the positive intent of social media platforms, it is important to remember that:

- Social media is one form of communication from the school but not the main form and is not a forum for open discussion
- Social media such as Facebook and Instagram is used by the school to promote school happenings and positive stories about the school community.
- Social media is used to build a sense of community
- The moderator has the right to withdraw inappropriate comments and discussions. Social media could be used to supplement and highlight information from the newsletter and available on Compass

## Appendix A - Mechanisms of Communication

STAFF TO STAFF COMMUNICATION			
School Strategic Plan	Purpose	Action	Frequency
School Strategic Plan	<ul style="list-style-type: none"> <li>To review current school practice and performance.</li> <li>Set goals for strategic planning</li> </ul>	<ul style="list-style-type: none"> <li>School improvement Process- review current goals on an annual basis to set direction of AIP and develop future goals every 4 years</li> </ul>	<ul style="list-style-type: none"> <li>4 year review cycle</li> <li>Parent, staff and student survey annually</li> </ul>
Annual Implementation Plan	<ul style="list-style-type: none"> <li>To articulate the actions to be taken to achieve one-year targets that will work towards 4 year priorities</li> </ul>	<ul style="list-style-type: none"> <li>Leadership and staff formulate plan at the beginning of each year to implement the goals of the strategic plan</li> <li>AIP reviewed at the end of each year</li> </ul>	<ul style="list-style-type: none"> <li>Annually developed</li> </ul>
Executive Leadership Meetings	<ul style="list-style-type: none"> <li>To ensure whole school cohesion, strategic planning and management</li> </ul>	<ul style="list-style-type: none"> <li>Principal, Assistant Principals and Learning Specialist discuss issues, share information and plan at a whole school level</li> </ul>	<ul style="list-style-type: none"> <li>Fortnightly</li> </ul>
Staff Professional Development Meetings	<ul style="list-style-type: none"> <li>To provide professional development in key learning areas as identified in the AIP</li> </ul>	<ul style="list-style-type: none"> <li>Staff to build capacity in teacher professional knowledge and skills in key areas of the AIP</li> </ul>	<ul style="list-style-type: none"> <li>Weekly</li> </ul>
Staff Briefing	<ul style="list-style-type: none"> <li>To provide information, raise issues and discuss school management</li> </ul>	<ul style="list-style-type: none"> <li>Staff briefings to be held each week during recess</li> </ul>	<ul style="list-style-type: none"> <li>Weekly</li> </ul>

	activities and programs	<ul style="list-style-type: none"> <li>Briefing minutes distributed via email to all staff</li> </ul>	
PLC Meetings	<ul style="list-style-type: none"> <li>To plan collaborative in terms to improve student outcomes</li> </ul>	<ul style="list-style-type: none"> <li>Prep, Year 1/2, Year 3/4, Year 5/6 and Specialist teams meet weekly</li> </ul>	<ul style="list-style-type: none"> <li>Year level teams to meet for two hours each week during class time</li> <li>Specialist team to meet once weekly after school</li> </ul>
Compass Calendar	<ul style="list-style-type: none"> <li>To provide an overview of school events, excursions and professional development</li> </ul>	<ul style="list-style-type: none"> <li>School Leadership to enter Calendar each term and update with changes if needed</li> </ul>	<ul style="list-style-type: none"> <li>Updated each Term and amended as needed</li> </ul>
Compass Homepage	<ul style="list-style-type: none"> <li>To effectively communicate between staff information including absences, school events and timetable changes or messages</li> </ul>	<ul style="list-style-type: none"> <li>School Leadership to</li> </ul>	<ul style="list-style-type: none"> <li>Updated daily</li> </ul>
Staff Emails		<ul style="list-style-type: none"> <li>Staff to use Distribution List for information only pertaining to whole staff issues.</li> <li>Teams to send minutes and information pertaining to relevant staff when required</li> </ul>	<ul style="list-style-type: none"> <li>Ongoing</li> </ul>

### SCHOOL TO COMMUNITY COMMUNICATION

Mechanism	Purpose	Action	Frequency
School Council	<ul style="list-style-type: none"> <li>To represent the school community in governance of the school</li> </ul>	<ul style="list-style-type: none"> <li>Elections held annually. Positions on school council</li> </ul>	<ul style="list-style-type: none"> <li>Meetings held at least twice a term</li> </ul>

	including the development of the strategic plan and policies, raising funds, ensuring the school meets DEECD compliance regulations	held for two years <ul style="list-style-type: none"> <li>Meeting times and minutes are emailed to relevant representatives</li> </ul>	
Compass	<ul style="list-style-type: none"> <li>To communicate key events and reminders to the school community</li> <li>As a portal for parents to book into school events such as interviews, student-led conferences and school base events</li> <li>For parents to report absences to the school</li> <li>To provide term based progressive and semester based comprehensive reports about students' progress, achievements</li> </ul>	<ul style="list-style-type: none"> <li>Teachers complete assessment and moderation to prepare written progressive reports and semester reports</li> <li>Teachers use Compass for electronic roll marking 2 sessions per day</li> </ul>	<ul style="list-style-type: none"> <li>Every day – roll marking</li> <li>As required for events</li> <li>Reporting (progressive reports end of Term 1 and 3, and semester reports end of Term 2 and Term 4).</li> </ul>
School Website	<ul style="list-style-type: none"> <li>To provide information about the school and its programs</li> </ul>	<ul style="list-style-type: none"> <li>The website is updated each fortnight and includes the newsletter</li> </ul>	<ul style="list-style-type: none"> <li>Ongoing updates</li> </ul>
Social Media (Facebook and Instagram)	<ul style="list-style-type: none"> <li>To share and celebrate the events and achievements that occur in the school</li> </ul>	<ul style="list-style-type: none"> <li>To post images and news from school events to share with the local community</li> <li>As a means of giving information</li> </ul>	<ul style="list-style-type: none"> <li>Ongoing</li> </ul>

		about upcoming events	
Assemblies	<ul style="list-style-type: none"> <li>To recognise and share achievements and information with parents and students</li> </ul>	<ul style="list-style-type: none"> <li>Assembly conducted fortnightly by school captains</li> <li>Opportunity for sharing of skills and achievements with students, teachers and parents</li> </ul>	<ul style="list-style-type: none"> <li>Every second Friday afternoon (considering restrictions)</li> </ul>
Community Conversations	<ul style="list-style-type: none"> <li>To inform and consult with parents about school initiatives and programs</li> </ul>	<ul style="list-style-type: none"> <li>Hosted by School Leadership as required to provide opportunities for consultation with parents</li> </ul>	<ul style="list-style-type: none"> <li>Schedule as required</li> </ul>
Community Events	<ul style="list-style-type: none"> <li>To foster a sense of school community through shared experiences and activities</li> </ul>	<ul style="list-style-type: none"> <li>Notes and Compass posts and/or Social Media posts to advise as required</li> </ul>	<ul style="list-style-type: none"> <li>As required</li> </ul>

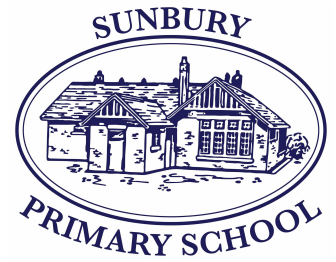
<b>TEACHER TO FAMILY COMMUNICATION</b>			
<b>Mechanism</b>	<b>Purpose</b>	<b>Action</b>	<b>Frequency</b>
Informal meetings with parents/carers and teacher	<ul style="list-style-type: none"> <li>To share relevant information to support individual students</li> </ul>	<ul style="list-style-type: none"> <li>Parent/carer or teacher initiates meeting</li> </ul>	<ul style="list-style-type: none"> <li>As required</li> </ul>
Student led conferences	<ul style="list-style-type: none"> <li>Students present their learning to parents and their teacher</li> </ul>	<ul style="list-style-type: none"> <li>Parents use booking system to organise a time to be involved in 3 way student led conference</li> </ul>	<ul style="list-style-type: none"> <li>End of Term 2</li> </ul>
Progressive Reports	<ul style="list-style-type: none"> <li>To provide an interim report at the end of Term 1 and Term 3 to report on student progress and achievement</li> </ul>	<ul style="list-style-type: none"> <li>Teachers complete assessment and moderation, and provide written reports</li> </ul>	<ul style="list-style-type: none"> <li>Last week of Term 1 and last week of Term 3</li> </ul>

	towards learning that has occurred throughout the Term in Reading, Writing and Number	<ul style="list-style-type: none"> <li>● Reports are submitted to the leadership team for review</li> </ul>	
Semester written reports	<ul style="list-style-type: none"> <li>● To provide a comprehensive report about students' progress, achievements, social development and progress towards learning goals</li> </ul>	<ul style="list-style-type: none"> <li>● Teachers complete assessments and moderation and prepare written reports</li> <li>● Reports are submitted to the leadership team for review</li> <li>● Reports issued to parents before Parent Teacher Interviews (or Student Led Conferences)</li> </ul>	<ul style="list-style-type: none"> <li>● Last week of Term 2 and last week of Term 4</li> </ul>
Foundation Information sessions	<ul style="list-style-type: none"> <li>● To provide parents with an overview of Teaching and Learning that is introduced in Foundation, as well as general information in how they can support their child.</li> </ul>	<ul style="list-style-type: none"> <li>● Information sessions are conducted by the members of the Foundation team along with Principal class members</li> </ul>	<ul style="list-style-type: none"> <li>● Term 3</li> </ul>
SeeSaw	<ul style="list-style-type: none"> <li>● To provide opportunities and a place for the school to regularly share <b>learning</b> that is taking place</li> <li>● To inform parents of individual student learning goals</li> <li>● Examples of work and progress towards</li> </ul>	<ul style="list-style-type: none"> <li>● Teachers to create Seesaw classes through the Seesaw app</li> <li>● Parents to create a Parent Account to view their child's journal</li> <li>● Teachers to create class posts and share with families weekly</li> <li>● Teachers to support students</li> </ul>	<ul style="list-style-type: none"> <li>● Rolled out Term 1 2022 and posts made weekly</li> </ul>



	learning goals will be uploaded onto Seesaw and learning.	in learning how to record learning in their 'journals' to share with families	
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# Seesaw Policy



The Seesaw User Policy is an agreement that outlines the terms or conditions for the safe use of the digital portfolio app at Sunbury Primary School.

## **Purpose:**

At Sunbury Primary School, Seesaw is a digital platform used to help strengthen the communication and partnership between home and school. It provides opportunities and a place for the school to regularly share with families the learning that is taking place for their child. Examples of work and progress towards learning goals that is uploaded onto Seesaw will encourage a shared dialogue between students and their families about teaching and learning.

## **Guidelines on the use of Seesaw**

- The Principal class team will ensure that rollover is completed at the beginning of the school year and that all staff and students have access to Seesaw.
- Seesaw is not to be used as a reminder system for school administrative information. The School Administration team will communicate all administration information through the Compass portal.
- Communication by teachers regarding what is happening in the classroom related to teaching and learning is encouraged.
- The messaging system on Seesaw is NOT to be used to contact parents about any behavioural or wellbeing issues or concerns. This is to be completed through a phone call or meeting. In the case of families having a regular 'Communication Book', Seesaw must not be used for this purpose.
- Over the course of the term there should be examples of work that cover a variety of Curriculum areas.
- Teachers are able to edit and comment (where appropriate) on the pieces of work that the student has uploaded. Parents are encouraged to comment on their child's work
- Any parent comments will be checked and approved by the classroom teacher.
- For privacy reasons, Seesaw must only be used by staff on school provided iPads and not stored on personal devices
- Teachers should avoid posting pictures/information of students on the "No Media" list when posting shared activities on Seesaw. Teachers should consult the list on the Google Drive to confirm consent for these photos.

**School Leaders will:**

- Ensure adequate training is provided for staff on the use of Seesaw within the classroom
- Comply with the Policies of the Department of Education
- Include Seesaw Agreement in new enrolment pack
- Ensure the SPS Seesaw Policy is available for parents through the school website
- Ensure all staff, parents and guardians comply with the SPS Seesaw Policy
- Have up to date registers for child safety, protection

**Teachers will:**

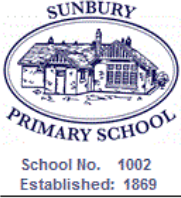
- Ensure they are aware of up-to-date information regarding child safety, protection
- Use student first names only.
- only invite parents, guardians and other trusted adults to view student journals
- be aware of photograph permissions for the students in their class
- Use Class Code sign in for students (instead of email/Google sign in)
- Comply with school policy regarding Seesaw use in the classroom
- Teach students behaviours to keep safe online. (see Digital Citizenship resources)
- Keeping personal details private
- Not sharing username or passwords

**Parents will:**

- Be familiar with the SPS Seesaw Policy
- Provide up to date information regarding child safety, protection
- Create a parent account for their child, which allows access to their child's journal and invite or share only with other trusted adults in your family
- Refrain from using Seesaw to communicate with the classroom teacher directly. This is to be done via school email or phone.
- Be encouraged to like and comment on their child's posts to celebrate learning

**Students will:**

- Abide by the SPS Seesaw Policy
- Follow guidelines outlined by the teacher to ensure safety online. For example:
- Use the class code to sign in to Seesaw
- Only use first names when posting items on Seesaw o
- Post work in a responsible manner in line with their teachers' directions



## Sunbury Primary School

Principal: Amanda Busuttil

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I \_\_\_\_\_ am aware of the terms outlined in the Seesaw Policy. I acknowledge my child/s \_\_\_\_\_ of class \_\_\_\_\_ will participate in Seesaw. I will abide by the following Parent Expectations as outlined in the policy:

- Be familiar with the SPS Seesaw Policy
- Provide up to date information regarding child safety, protection
- Create a parent account for my child, which allows access to my child's journal and invite or share only with other trusted adults in your family
- Refrain from using Seesaw to communicate with the classroom teacher directly

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Date

### Student Agreement

I \_\_\_\_\_ am aware of the terms outlined in the Seesaw Policy. I \_\_\_\_\_ of class \_\_\_\_\_ will behave according to the outlined Seesaw Policy and will follow the following rules:

- Use the class code to sign in to Seesaw
- Only use first names when posting items on Seesaw
- Post work in a responsible manner in line with my teachers' directions

**Parent Guidelines for Seesaw:**  
**Documenting and sharing your child's learning at Sunbury Primary School**

Seesaw is the online tool our school has chosen to document student learning, and the use of Seesaw will provide a platform for teachers to share student learning more regularly with families. Student work samples will be posted in your child's Seesaw journal throughout each semester and are accessible to families as they are posted. This will allow families to celebrate their child's learning development, progress and achievements as they occur.

Teachers and students will be able to post work samples, photos, videos and voice recordings to your child's personal portfolio. You will be able to see your child's work throughout the year and comment on their progress. Information posted by your child is accessible by you only unless they have worked in collaboration with other students on a piece. In this instance, parents of all of the students involved in the piece of work will have access and be able to comment. This is a forum for positive feedback and will be closely monitored by the teacher moderator. We recommend that you take a few moments to familiarise yourself with the parent tutorial provided by Seesaw (<http://web.seesaw.me/>).

If you have any concerns or issues regarding your child's learning however, please contact your child's teacher/s via email or by phoning the school rather than using Seesaw. Please also continue to engage with our website and Facebook and Instagram pages as an additional way to stay informed about all the fantastic things happening at Sunbury Primary School.

How will Seesaw be used at Sunbury Primary School?

Seesaw will be a safe place for students and teachers to document learning using the Seesaw App. It will be used in all classes from Prep to Year 6. Seesaw is primarily used as a portfolio to share work samples, assessment and progress and will be used to publish items including:

- Work samples
- Collaborative group activities
- Audio, video and photos of students during and at the end of the learning process

Written parental consent will be obtained before a student's account is set up and made available for access as a digital portfolio. Once you "opt in" to Seesaw (provide parental consent) you are not required to do this again in subsequent years. You will be provided access via a QR code to scan and instructions for accessing your student's Seesaw journal.

At the end of the school year you will receive an email letting you know you have 60 days to download a zip file of your child's Seesaw account (including images, videos, voice recordings and other posts) for that school year. This does not cost anything.

We encourage you to engage with Seesaw by discussing journal posts with your child, as well as leave positive comments for your child. This encouragement can help boost their confidence and encourage greater responsibility for learning.

**Sunbury Primary School Coordinators**

Kim Sharpe and Cath Gatt.

\*See over the page for Seesaw Privacy information

## **Additional sources and references:**

VIC Privacy Information about Seesaw

As Seesaw is a web-based service provider that requires some personal information about a student in your care, we are obliged under the Commonwealth Privacy Act (1988) to advise you of the reasons for collecting the information, what will be done with it and who else may have access to it.

**Name of Provider:** Seesaw

**Type of Service:** Student driven digital portfolios Website: <http://web.seesaw.me/>

**Summary Terms and Conditions:** As a registered school user, Seesaw will have access to your child's first name, class, school and work that has been uploaded onto their digital portfolio.

**Privacy Policy** (Seesaw Privacy Policy : <https://web.seesaw.me/privacy>)

Seesaw is protected by copyright, trademark, and other intellectual property laws. Seesaw uses industry best practices to collect, store and transmit data securely. Students and Sunbury Primary School own all the student data added to Seesaw. Students work is private to the classroom by default. Teachers control what is shared and with whom. Seesaw will never advertise to students, create student profiles or sell user data. Seesaw use industry best practices and routinely monitor their systems to protect users.

Seesaw are transparent about their practices and will notify users if things change. Seesaw are Children's Online Privacy Protection Act (COPPA) and Family Educational Rights and Privacy Act (FERPA) compliant.

## **References:**

[DET School Privacy policy](#)

Sunbury Primary School Digital Technologies Policy

Sunbury Primary School Communication Policy

\*Please note by creating a parent account or accessing a student journal, you agree that you are the legal guardian of the student or have permission from the legal guardian of the student to create a parent account and access the student journal.

