



Communication Policy



Help for non-English speakers

If you need help to understand the information in this policy, please contact the school box.hill.hs@education.vic.gov.au

PURPOSE

This policy explains how Box Hill High School proposes to communicate with staff, students, parents and the broader school community.

SCOPE

This policy applies to school staff, and all parents and carers in our community.

POLICY

Box Hill High School understands the importance of providing accurate and timely information to the school community.

The Principal will maintain lines of communication with the DET and will:

- inform the school community of administrative and organisational procedures,
- provide details of curriculum policies and programs,
- encourage interest in the activities of the school.

The Principal will ensure that School Council and Committees are informed of Department regulations and guidelines.

- School Council will encourage parent participation in the activities of the school.
- Teachers and parents will communicate regarding student progress and curriculum expectations and content.

Communication to Parents will be facilitated by these means:

- The school Annual Report will be available for parents via the school website each year.
- A term calendar of school events and activities will be available to parents via Compass
- A newsletter will be published once each term to communicate school information and activities as well as administrative details. The newsletter will also be available on the school website and via email on request by parents.
- The school will produce a parent information handbook, detailing administrative and organisational structures on enrolment (copy to all families).
- Relevant school policies will be available to parents on the school website and through Compass.
- The school will present parent information sessions conducted during the year.



School Council Communication will be facilitated by these means:

- The Principal will liaise with School Council and Committees to facilitate the delivery of relevant Departmental information.
- The School Council will provide access to Regional induction programs for new School Council members.
- School Council will invite parent input when developing relevant school documents and processes, eg. School values, student uniforms.
- Parents will be encouraged to participate in the School Council Sub-Committee structure as needed.
- The School Council will approve the annual goals for the school.
- Reports of ongoing activities of School Council will be communicated to the School community through the school newsletter.

Communication between staff will be facilitated by these structures:

- Leadership Team.
- Consultative Committee.
- Whole staff, year level, domain, and other staff team meetings (eg. OHS, Curriculum, Subschool).
- Email, Compass newsfeed and TEAMS.
- Staff Information Handbook.
- Dissemination of information through curriculum coordinators/committees.

Teachers, including specialist and class teachers, will communicate student progress and curriculum content and expectations to parents by:

- Compass Learning Tasks.
- Scheduled interviews in Term 1 and 3 mid-year.
- Interviews by appointment with Engagement leaders and Year level coordinators.
- Interim reports are provided at end of Terms 1 and 3.
- Semester reports are provided at end of Terms 2 and 4.
- Year Level Curriculum Handbooks

To ensure that members of our school community are directed to the most appropriate person to assist them, key contacts for common queries are listed on our website and in the school newsletter each term.

School staff will do our best to respond to general queries as soon as possible and ask that you allow us **2 – 3 working days** to provide you with a detailed response. We will endeavour to respond to urgent matters within **24 hours** where possible.

Requests for information

Carers are generally entitled to information ordinarily provided to parents, including school reports and newsletters.

Parents and carers seeking information that is not ordinarily provided to parents are encouraged to apply for access through the Freedom of Information process, or, if the information is sought for use in court proceedings, by issuing a subpoena.



Freedom of Information requests should be directed to:

Manager – Freedom of Information Unit
Department of Education and Training
2 Treasury Place
EAST MELBOURNE VIC 3002
03 9637 3134
foi@edumail.vic.gov.au

REVIEW CYCLE AND EVALUATION

3 Yearly Review

This policy was last checked October 2023 and is scheduled for review in October 2026.

CERTIFICATION

This policy was adopted / ratified at the School Council meeting held at Box Hill High School, 25 October 2023.

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Kaajal Fox
School Council President

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Kellie Ind
Principal