

MARK OLIPHANT COLLEGE



Mark Oliphant College Communication Policy



Policy Author	Principal collaboration with the Communication subcommittee - Perspectives Team
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Purpose: Effective communication encompasses the exchange of ideas, where people feel they have been heard, opinions are valued and where information is clear and accurate. Understanding and effectively using the appropriate communication platforms and tools in place at Mark Oliphant College is an essential component of every staff member's role.

Principles: Whilst the College recognises the importance of timely communication it also acknowledges that staff have a right to 'switch off' and maintain a healthy work-life balance.

For this reason, communication (including email, phone calls and SMS) is limited to designated workdays between the hours of 7:30am and 7:00pm unless of an urgent nature or otherwise negotiated.

Additionally, there is no expectation on staff to read or respond to emails on non-scheduled workdays, and on workdays outside of their ordinary working hours, except in cases of urgency.

Mode	Details
Email	Purpose: For all communication with Department employees external to the College and any other external agency or business. And for the internal communication/management of sensitive or confidential information/incidents. Frequency: Emails are sent as required. Emails with urgent information or business requiring urgent actioning include URGENT in the subject line. Email communication to staff to be sent on weekdays between the hours of 7:30am and 7:00pm unless of an urgent nature or otherwise negotiated. Responsibilities: All staff check their emails every workday prior to the commencement of lessons or scheduled meetings and periodically during the day where possible considering their daily schedules. When a response is requested or required an acknowledgement email is provided within a 24-hour rostered working day. A detailed response with requested information is provided once it has been gathered.
Daymap: Messages Bulletins Records	Purpose: To communicate information about activities and events relevant to individual, class, cohort, year level and whole of College groups. To communicate, partner, collaborate and engage internally with students and staff and externally with parents/carers to document and manage attendance, interventions, learning and behaviour support, learning and assessment and student achievement. To gather data that supports targeted interventions and support for identified students and groups of students. Frequency: Messages used as required in teachers and student's daily work Bulletins (Staff and Student) are updated and read daily by staff and students (with age-appropriate support). Records created and accessed as required by staff in their daily work. Responsibilities: Students, teachers and parents use Daymap Messages to communicate information to and with each other. Teachers and other school staff use (Student and Staff) Bulletins to communicate information to staff and students. Teachers create 'Records' to document student actions. Leaders use data from Records to target interventions and support for individual students and groups of students.
Daymap: Attendance	Purpose: To record attendance and document actions and follow up for non-attendance. Frequency: Roll marking is completed within the first 15 minutes for all lessons/classes requiring roll marking.

	Attendance notes are entered following contact with families. Responsibilities: Foundation – Year 6 during Primary Years Roll Marking, Homegroup (7-12) and subject teachers (Secondary) mark rolls daily. Homegroup teacher's record contact (including attempted contact) with home as it occurs. Leader's document tier 2 and 3 attendance follow up. Parents notify the school of known absences using the 'Notification of absence' feature in the Parent Portal.
Daymap: Assessment	Purpose: To develop strong partnerships between the student, College and home to improve student learning outcomes. To communicate learning intentions and success criteria to students and parents using Assessment Tasks and rubrics. To produce data that informs teacher and leaders when implementing targeted learning support to students and groups of students. Frequency: Teachers and students use the Assessment module in Daymap in their daily work. Responsibilities: Primary Year Teachers create task and publish results. Secondary Teachers create task and publish results. Students check their learning progress and plan their next steps in learning using the student's achievement data in Daymap as a guide. Students use the Assessment module to prioritise their learning based on the learning and assessment schedule.
Google Classroom	Purpose: A platform used by Secondary teachers to store documents and learning resources for students that supports teaching and learning. Frequency: Used on a daily basis by teachers and students during the teaching and learning process Responsibilities: Secondary Teachers upload learning materials as required and provide feedback to students during the learning process. Secondary students access learning materials and feedback during the learning process as part of their everyday learning.
Microsoft Teams	Purpose: The main storage location used for the sharing of documents, curriculum resources, policies and procedures, meeting records etc. Frequency: Documents are uploaded, reviewed and updated as per agreed and mandated schedules. Meeting minutes are recorded in real time and available within 48 hours after scheduled meetings. Responsibilities: All staff are responsible for accessing information relevant and necessary for the performance of their duties including policies and procedures from Teams. All staff are responsible for uploading, reviewing and updating documents as per agreed and mandated schedules consistent with their role and responsibilities.
Staff News	Purpose: To inform staff of the work of leaders, provide an overview of upcoming events and to celebrate recent events and achievements across the College. Frequency: Published in Daymap Staff (Whole College Bulletin) before 8:30am on the first day of every school week. Responsibilities: Leaders to submit items to staff news by midday on the last day of the school week (usually Friday) prior to publication. Staff to read the Staff News prior to the start of the school week.
Pigeonholes	Purpose: To communicate non-urgent personal messages, hard copy school documents, student information and forms and hard copy school to family communication.

	Frequency: Pigeonholes to be checked weekly or as directed when important information is to be read or distributed to students/families. Responsibilities: Admin and support staff to print and place documents to be distributed to the targeted audience in Pigeonholes. Designated staff to collect and distribute relevant documents/information as required.
College PA System	Purpose: To provide critical information to the whole of college community. To direct community member vehicles from the drop off/pick up zone. Frequency: When required Responsibilities: Designated staff and Leadership
Emergency PA System	Purpose: To provide information to College Community during an emergency e.g. directions. Frequency: When Required Responsibilities: College Fire Wardens/ WHS Community Members
Staff Personal Mobile Phones	Purpose: To communicate with Staff in the case of an emergency. Your mobile number can also be used by the department as part of their 2-step verification when logging onto the department-based web pages such as EIK outside of the College grounds. Frequency: When required Responsibilities: Staff may use for school purpose, not to give personal numbers to students.
Ed Smart	Purpose: To communicate with College Families using the parent/carers email address. Frequency: When required Responsibilities: Designated staff and Leadership
Facebook	Purpose: To communicate upcoming events, share and celebrate achievements and provide timely information to all stakeholders within the wider community. Frequency: Facebooks posts occur as required. Responsibilities: Staff wishing to post items to the College Facebook page to communicate to the wider community can submit content approved by the relevant Head of School to the Events and Promotions Coordinator. The College Facebook page is maintained by the Marketing, Promotions and Events Coordinator.
College Website	Purpose: To provide information to the wider community about the history, vision, values, and strategic direction of the College including information about key staff, policies, programs, events and activities. Frequency: The website is maintained continuously and updated as required. Responsibilities: The website is maintained by the Marketing, Promotions and Events Coordinator.
College Newsletter	Purpose: To provide information to the school community about upcoming events and to share and celebrate past activities and events. Frequency: Published 3 times a term; in school weeks 3, 6 and 9 Responsibilities: Staff wishing to contribute to the College Newsletter can submit content approved by the relevant Head of School to the Events and Promotions Coordinator. The newsletter is created and published by the Marketing, Promotions and Events Coordinator.
Posters	Purpose: To share information around college-based subjects (i.e. events, meetings) All posters must have the college logo and be approved by the appropriate Sub school leader. They are only to be displayed in designated areas. Frequency: When required.

	Responsibilities: Staff wishing to promote upcoming events, function etc. It is the staff members responsibility to make sure posters are only posted in designated areas and removed directly after the event or activity.
Vivi Screen	Purpose: In house College advertising platform. All material to be submitted via the ICT Help desk (Support: Mark Oliphant College) Frequency: When required Responsibilities: The Vivi screen is maintained by the Marketing, Promotions and Events Coordinator.
Digital Signage – Front of College	Purpose: To advertise upcoming College Community Key dates e.g. Assembly dates, End/start of Term, Transition dates etc All material to be submitted to the Marketing, Promotions and Events Coordinator. Frequency: When required Responsibilities: Digital Sign is maintained by the Marketing, Promotions and Events Coordinator.