



**MINARAH**  
RABBI ZIDNI ILMA

# Communication Policy

February 2024

# Purpose

Minarah College utilizes many channels of communication to inform key stakeholders of education at the school and to support care and articulate concern for each student. Effective communication is seen as a responsibility equally shared by parents and the Minarah staff members.

Minarah College has established and maintains effective communication strategies and follow-up procedures that support the information needs of the Minarah school community.

<b>Date of last review:</b>	February 2024	<b>Author:</b>	Principal/s
<b>Date of next review:</b>	February 2025	<b>Owner:</b>	Director of Governance
<b>Type of policy:</b>	State-wide (DoE) Tailored by school	<b>Approval:</b>	School Board
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## Positioning Within Minarah Operational Model

Component		Element
<input type="checkbox"/>	Strategic Leadership and Planning	
<input type="checkbox"/>	Monitoring, Reporting and Data	
<input checked="" type="checkbox"/>	Governance and Accountabilities	
<input type="checkbox"/>	Teaching and Learning	
<input type="checkbox"/>	Culture, Ethos and Wellbeing	
<input type="checkbox"/>	Curriculum and Assessment	
<input type="checkbox"/>	Pathways and Enrichment	
<input type="checkbox"/>	Parents and Community	
<input type="checkbox"/>	Finance, IT & Estates	
<input type="checkbox"/>	Our People	

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## 1.0 Channels of General Communication

- Minarah College Sentral for Parents App is the main platform for all formal communication with parents of K-12 students
- For matters of urgency, the College may SMS parents
- MS TEAMS is the recommended channel for staff communication
- The Minarah College website conveys extensive information about the school.
- The Sentral messaging and recording system is used by staff for communication and recording of student welfare.
- The Minarah College newsletter, is produced twice per term and published on the school website. The newsletters provide information pertaining to many aspects of the daily operation of the school and matters relating to schooling in at Minarah.
- Various other communication mechanisms include assessment letters and reports (submitted via Sentral for Parents App), communication via telephone, Individual Parent Conferencing (face to face) and information sessions.

### 1.1 Communication: Parents and Guardians

- The Class or Roll Call teachers should be the first point of contact for students and/or parents.
- If no resolution is reached the matter will be referred to the HOD/ or ADP in primary.
- If no resolution is reached with the HOD/ or ADP, the matter is referred to the deputies.
- The final resolution is with Principal/s and appointment through the school office is required.
- Minarah College conducts a series of Parent Information Sessions, including Grade Level Information Sessions in Term 1. At the commencement of the school year, each year level offers Parents information Sessions to outline the expectations and routines for the classes in the year level.

In addition, there are Parents/Staff interviews and two formal reports for primary and three reports (Interim, half yearly, and yearly) for the high school.

- Individual Learning Plans (ILP) is designed for students with extreme academic needs and parents are requested to be part of the termly meeting with support, teacher aides and class teacher to discuss the initiatives to be employed to assist the students to meet the targeted outcomes.
- The utmost cooperation between home and school is in the interest of each individual student. Letters sent out will be issued on the school letterhead. Parents are asked to contact the school in writing regarding:
  - Requests for additional leave during term time
  - Sickness
  - Exemption from sport or physical education
  - Inability to follow the school uniform code

## 1.2 Parent Interviews

- Formal interviews with parents are arranged to discuss the academic progress of the students. Parents and teachers may request additional meetings at mutually convenient time should an issue or concern need to be discussed.
- Appointments for interviews should be made via Sentral for parents app

## 1.3 Communication: Staff

- Minarah College conducts a number of formal meetings across all areas of responsibility. These include whole school Morning Briefings (Mondays and Thursdays), ADP meetings, department meetings, and SLT/ ELT meetings. Minarah College operates on an open- door policy and hence communication is not restricted to formal settings.
- Whole School staff meetings provide an opportunity for staff to be informed about the school's strategic direction for the year by the school Principal/s.
- Twice per week Morning Briefings provide vital information to staff on expectations and operational matters
- Sentral messaging system allows effective means of internal communication among the staff.

## 1.4 Communication: Students

- Whole school and year level assemblies are conducted to address the students on general expectations and inform the students about the upcoming events.
- Playground concerns are to be related to the teacher on duty who takes appropriate action and records the incident on the Sentral Welfare recording system.
- General announcements about administration and other matters of a general nature are delivered to the students via the class/ roll call teacher notes during weekly muster.
- Urgent messages are announced via the school intercom system.
- Students detailed academic reports are provided twice for primary and three times per year for high school to inform students of their strengths and weaknesses in learning.
- Each year level students collaborate with the class teacher to device their classroom communication procedure that is aligned with the whole school approach.

# Document Control

<b>Publication date:</b>	February 2021	<b>Review Date:</b>	February 2024
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<b>Applies to:</b>	All Minarah Staff		
<b>Responsible Review Officer:</b>	Principal/s		
<b>Approved by:</b>	Minarah Board	<b>Meeting Date:</b>	

# Revision History

Version	Revision Description	Revised By	Date
v1.0	Authorized	Jay Halai	February 2021
v1.1	Template Changes	Jay Halai	February 2022
v1.2	Review	Samina Ali	February 2023
v1.3	Review	Samina Ali	February 2024