	Policy Name:	Communication	First approved:	07/2011
			Last approved:	05/2017
	Responsible:	Principal	Review date:	05/2020

1. **Rationale:**


- 1.1 Our school is committed to a full and extensive communication process with all members of the school community. The Communication policy formalises the processes by which the principle means of communication are produced and distributed.

2. **Aims:**

- 2.1 To promote communication between the school and the home.
 2.2 To provide information on the practices and procedures of the school.
 2.3 To inform prospective students and their families.
 2.4 To assist in the processes of transition to and from the school.
 2.5 To foster a sense of community.
 2.6 To promote a positive image of the school.
 2.7 To publicise forthcoming events.
 2.8 To document the practices and policies of the school for the local and wider community.

3. **Implementation:**

- 3.1 Major publications are:
- Fortnightly newsletter (Online)
 - Parent information booklet
 - School curriculum statements and policies (Online)
 - Information and promotional brochures
 - Annual report to the community (Schools Council)
 - School web site
 - LTV – Lyndhurst TV (You Tube)
- 3.2 Other means of direct communication such as meetings, forums and information evenings may form a key part of the communication process.
- 3.3 Community notices will be published as necessary.
- 3.4 A parent information booklet and information evenings will be provided for the parents of newly enrolled pupils.
- 3.5 Policies will be provided for School Councillors and staff and will be made available for community access (Online).
- 3.6 When appropriate, publicity brochures will be circulated in the community and/or media.
- 3.7 The Communication policy will operate in conjunction with the Community Consultation policy, Communication Protocol policy and the operations of the school's marketing strategy.
- 3.8 Where appropriate or necessary, communication will be facilitated through the use of interpreting and translation services.
- 3.9 The school website and other relevant information will be made available in multiple languages.

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4. Evaluation:

4.1 This policy will be reviewed as part of the school's three-year review cycle.

References:

Translation and interpreting services:

<http://www.education.vic.gov.au/management/schooloperations/interpret/default.htm>