

# McDOWALL STATE SCHOOL



## POLICY & PROCEDURES COMMUNICATION

### ASSEMBLIES

**Formal School Assembly** Conducted in the School Hall by the Principal or Deputy Principal.

<b>Years 3-6</b>	Monday	8.55am – 9.30am
<b>Prep – Year 2</b>	Wednesday	8.30am – 9.00am

### Purpose

A weekly assembly led by the Principal or Deputy Principals and Student Leaders to:

- Instruct, reinforce and induct students and staff into school tradition, foundation values, culture, procedures and standards.
- Instruct, reinforce and induct students in Australian citizenship and democratic / societal responsibilities.
- Reinforce teacher instruction at Debriefing, across Year Levels and in class. Eg You Can Do It!
- Develop, refine and perpetuate a sense of school identity, loyalty, belonging and pride.
- Instruction and communication relating to current issues, events and routines.
- Celebration and acknowledgement of school, class, student achievements.
- Provide a forum through which Student Leaders can practically exercise leadership before their peers.

### ‘Focus’ Assemblies

School ‘Focus’ Assemblies are scheduled for the school community to formally instruct, acknowledge and commemorate National, State, School and other cultural and significant events and/or symbols. Examples include: Anzac Day, Remembrance Day, School Symbols – Flags, Tradition, History, Culture & Meaning, Queensland Day, House Assembly, Guest Speaker, etc. Parents are welcome to attend.

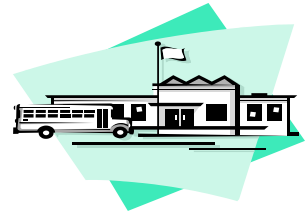
## 'Celebratory' Assemblies



School Celebratory Assemblies are scheduled for the school community to formally experience, acknowledge and appreciate the expertise and talents of students (a) Performing Arts (b) Sporting Achievement (c) Writing (d) Public Speaking (e) Student Leadership (f) Year 6 Presentations (g) Awards. Parents are welcome to attend.

## Class or Year Level 'Sharing' Assemblies

Daily, students are involved in a range of exciting, quality learning experiences. Class or Year Level Sharing Assemblies provide class teachers and students with opportunity to present, demonstrate and share a 'snapshot' of these experiences to their peers. Both teacher and students conduct the assembly in such a way as to: (a) Celebrate their learning journey (b) Reinforce learning (c) Highlight mastery of new skills; and (d) Generally share and display work samples, ability, demonstrations, oral presentation, etc. Class or Year Level Sharing Assemblies are not meant to be a stand-a-lone major production and imposition on quality learning time. Instead these assemblies are intended to be a culminating meaningful experience to reinforce learning as is already occurring in class. Links should exist to Work Units involving: (i) Academic Studies (ii) Social (inter-personal) Behaviour (iii) Student Behaviour (self-responsibility) Development; and (iv) Student Acknowledgement / Achievement. Class or Year Level Sharing Assemblies enable teachers to highlight, communicate and showcase the work, standards and expectations inherent within both their Year Level and Class Curriculum Programmes, building pride, cohesiveness and satisfaction. Parents are welcome to attend.



## Year Level Recess Debriefing Assemblies

Year Level Recess Debriefing is conducted under School Covered Areas by teachers at the conclusion of each recess period. Teachers and students meet to review the recent recess period in terms of celebrating the achievements, efforts and successes of students *and* to address inappropriate conduct so that prompt and firm resolution can be effected. These assemblies led by teachers are used to share information, acknowledge appropriate student behaviour, enhance team work and promote positive social behaviour.

## TARTAN TIMES NEWSLETTER

The 'Tartan Times' is the formal newsletter of the McDowall State School to parents and the school community. It incorporates P. & C. Association news and notices. It is published fortnightly during the second half of the week. It is our preference to advise parents by email when the 'Tartan Times' (colour version) is posted onto the school website. Alternately, parents should ask their children for the issued printed (black/white) version issued by the class teacher. Additional copies are available from School Administration.



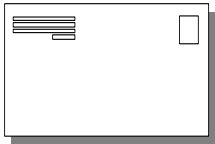
## TELEPHONE CALLS AND WRITTEN MESSAGES

All telephone calls and written messages are usually held at School Administration (unless extremely urgent) until the teacher or appropriate member of staff is off class. Teachers are encouraged to communicate with parents by phone in maintaining an effective, well-informed partnership focused on the education of the child.

Teachers are delighted to discuss a child's educational progress with parents but to ensure 'quality time' is made available for Parent / Teacher Interview, it is essential that an appointment is made through School Administration. School Administration will not provide home contact details for staff.

Most teachers make their Education Queensland email address available to parents of students in their class. This is a timely and efficient means of communication but it is not always appropriate nor informative. For many issues either a phone call or a meeting is more beneficial. Teachers are expected to retain a priority focus on their teaching and student learning. This includes professional attendance at meetings and training opportunities. Teachers prioritise their time and will no doubt respond to an email, when possible.

## FORMAL / OFFICIAL LETTERS



Most written communication to parents is conveyed by students. Where School Administration needs to be sure that formal / official communication to a parent is received, it will be posted. A copy may also be sent home with the student.

## COMPLAINT

From time to time, issues do arise within the McDowall State School Community that may cause concern, emotional upset and/or distress. Most issues can be readily resolved through effective communication and explanation. Often, concern is based upon misinformation. At times, concern is well founded and the raising of the issue permits the school to reassess policy and procedure to further benefit students.

In the first instance, parents should discuss issues of concern with the class teacher or the respective member of staff. Through rational, calm discussion, issues can be explored within context, understood and action put in place to achieve meaningful resolution. Should this approach prove unsatisfactory, parents are requested to approach the respective Deputy Principal (P-1, 2-4, 5-6). Please be aware that time will be required to investigate the issue fully before being able to respond during a second interview or by telephone. Other times, parents may seek to speak with the Principal. In better understanding the issue of concern, it may be necessary for other school staff to be present during interview (at the Principal's discretion). The Principal is therefore able to take an informed position in seeking to promptly and satisfactorily resolve the issue of concern.

It is preferred that parents either respectfully approach or make telephone contact should an issue of concern exist. It is in everyone's interest for concern to be addressed. A '*Code of School Behaviour*' applies in all Queensland State Schools. Calm, polite, non-threatening communication, which provides complete, factual information in a timely manner achieves best resolution. Do not make frivolous or vexatious complaints or include deliberately false or misleading information. Where parents are unable to make personal contact, a written letter will be accepted, generally requiring a follow-up meeting. In most instances, members of staff are told of complaints made about them and are offered the right of reply.

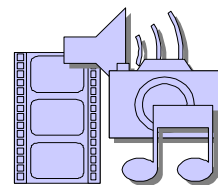
## MOBILE PHONES / CAMERAS / RECORDING DEVICES



Students are often provided with mobile phones by their parents to enhance personal safety in travelling to/from school. Mobile phones and other recording devices are to be handed to the class teacher or at School Administration for safe / secure care and not kept in ports, tidy boxes or in class. Mobile phones and cameras are **not** to be used in taking pictures, making audio recordings or vision from within the school or of people or staff without their knowledge or consent of the Principal.

Mobile phones, cameras and recording devices used in this way will be confiscated, parent informed and arrangements made for the student to delete offending photographs, vision, audio recording; and appropriate return of the phone or camera to either the parent or student (discretion of Principal) after hours.

Mobile phones, cameras and recording devices are not to be used within the school or at a school event, function, interview or activity without the approval, knowledge and permission of the Principal and those in attendance. Eg Teacher, students, parents, etc. An exception being a school-based or conducted public event where it would reasonably be expected that those in attendance would be permitted to use such devices. Where this is not the case, an announcement will be made at the commencement of the event. Should a parent object to any form of recording being made of their child, they are to discuss this matter with the organizing teacher during the planning phase for the event.



Devices used inappropriately or without permission will be confiscated, parent informed or police called (as appropriate). Arrangements may be made for the student / adult to delete offending recordings and as appropriate, return of the device to the parent, adult or student (discretion of Principal) after hours.

**All vision and audio recordings, by parent, visitor or student, of people or staff without their knowledge or consent is prohibited.**

## PHOTOGRAPHS

Class Group photographs are taken annually by a photographic firm selected by School Administration, with advice provided by the P. & C. Association. There is no requirement for parents to purchase the photographs.

1. Class Photograph
2. Student Leadership Photograph
3. Sports Teams Photograph
4. Cultural / Performing Arts Photographs
5. Year 6 Photograph



It is acknowledged that parents often do take photographs of students during school events, functions and activities. It is expected that photographs are directly related to their own child/ren. Where this is in doubt or that it is suspected that the person in question does not have a direct relationship with an involved student, (a) clarification will be sought from the person by two members of staff – name, address/contact and student relationship (b) arrangements made for the person to delete offending photographs or (c) police called. Where photographs are not to be taken at a school event, function or activity, a public announcement will be made.

## REFERENCES / SELECTION REPORTS FOR PRIVATE SCHOOLS

The McDowall State School proudly belongs to a State System of schools. Staff time, school resources and collective community endeavour are focused on achieving the best possible learning outcomes for all our enrolled students. Parents are expected to select the most appropriate school in respect to their child's learning needs. State School staff are **not** expected to write or prepare references, achievement reports or write statements to assist a child or family to navigate detailed or standards referenced Private or Independent School student selection processes. All McDowall State School formal reports, references and correspondence must be endorsed by the Principal or delegated Deputy Principal. An additional copy of the latest Student Progress Report will be made available (upon request). Upon completion of secondary school enrolment, McDowall State School staff will assist and support all students to make a successful transition into their new school.

## REPORT CARDS



Student Progress Reports are issued each semester to let parents know of their child's educational progress while at school. Teacher Parent Meetings are generally arranged during the first weeks of Terms 1 and at the end of Term 2. Upon request, Teacher Parent Meetings are again available late in Term 4. Other meetings may be pre-arranged during the school year on a needs basis.

Formal examinations constitute only a snap-shot view of the evidence upon which a professional judgement is based. Student achievement monitoring occurs throughout the school year and the rating on the Student Progress Report Card is a brief summative record of the student's overall semester achievement. At school, each child is considered as an individual who will develop intellectually, physically and socially according to their abilities and opportunities. Parents should feel free to make an appointment with their child's class teacher at any time during the school year apart from normal school hours to both monitor student work samples and discuss specific detail of student achievement. It is not appropriate for class teachers to disrupt class teaching time for an unscheduled discussion or interview with parents when a better time could have been prearranged.

## WEBSITES

[www.mcdowallss.eq.edu.au](http://www.mcdowallss.eq.edu.au)

[www.australiancurriculum.edu.au](http://www.australiancurriculum.edu.au)

[www.acara.edu.au](http://www.acara.edu.au)

[www.myschool.edu.au](http://www.myschool.edu.au)

[www.education.qld.gov.au](http://www.education.qld.gov.au)

[www.community.gov.au](http://www.community.gov.au)

[www.qcpc.org.au](http://www.qcpc.org.au)

[www.qldacademies.eq.edu.au](http://www.qldacademies.eq.edu.au)

The McDowall State School website.

The Australian Curriculum P-12

The Australian Curriculum, Assessment & Reporting Authority

My School – Profiles of all Australian Schools.

Education Queensland website.

Commonwealth Government website supporting community groups.

Queensland Council of Parents' & Citizens' Associations website.

Queensland Secondary Academies website.