

BLAKEHURST PUBLIC SCHOOL



COMMUNITY ENGAGEMENT PROCEDURES



Rationale

Community Engagement is embedded across the 3 strategic directions of the School Plan at Blakehurst Public School. Families and the broader community play a pivotal role in improving student learning. Strong engagement between the school, families and the broader school community will ensure a shared understanding of the school's goals, promote greater community participation in the school, foster positive attitudes towards learning and ensure that the expertise and resources across the school community are used to improve learning outcomes for students.

The **Community Engagement Team** at Blakehurst Public School is responsible for planning, organising, implementing and evaluating initiatives that engage the school community.

The **goals** of the committee are to:

- Promote the school's vision in all interactions with the community.
- Acknowledge the critical role of families in children's learning, value and build on families' knowledge of their children to improve student learning.
- Increase the attendance of families and community members at school activities.
- Positively reinforce and encourage the work of our staff and students.
- Make positive links with community resources and services.
- Showcase and promote family and community satisfaction with the school.
- Promote the school by actively maintaining a favourable public image/impression with learners at the centre of our work.
- Lead the design, management and implementation of capital works and school improvement projects.

Skoolbag

The school uses the Skoolbag app for distributing information to parents and the community. No bulk paper notes will be distributed unless approved by the Principal.

Notes for publication via the school app should be emailed to the Committee Leader **AFTER** they are approved in accordance with the school's communication procedures. The email should be sent in a timely manner and clearly outline instructions for publication of the note including date to post to the app and person responsible for receiving the reply (if applicable). The office staff are responsible for the distribution of all returned notes via the school app. These will be printed periodically and placed in the pigeon hole of the responsible staff member.

School Website

The school website is another positive way that the school interacts with the wider community and showcases events and achievements at Blakehurst Public School. The office staff (Fay and Gail) will update the school website on a regular basis. Any information/images that teachers wish to add to the website need to be sent to Fay and Gail to be uploaded. Information will be changed as required to ensure that the website stays up to date. The Principal will oversee the website and approve all items that are uploaded.

Bush Telegraph

The Bush Telegraph is sent home to the community fortnightly – each Monday on an even week. Items for the Bush Telegraph need to be given to Christine (as an email) by the Friday before the Bush Telegraph is distributed. Previous editions of the Bush Telegraph can be located on the faculty drive - [Office>Bush Telegraph](#)

Social Media

Staff may choose to communicate through social media and are required to do so within the Department of Education's Social Media Policy which has been developed to provide department employees with standards of use as they engage in conversations or interactions using digital media for official, professional and personal use.

The Department's policy can be accessed through the link below.

<https://education.nsw.gov.au/policy-library/policies/social-media-policy?refid=285859>

School Logo

The school logo will be attached to the letterhead of all notes/information that are sent home to parents either through Skoolbag or in paper form.

Parents and Citizens (P&C) Association and P&C Facebook Page

The school's P&C meet on the **last Thursday evening of each month at 7:00pm**. The committee are responsible for organising and distributing the agenda and chairing the meeting. The Principal will speak at each meeting to address/discuss issues on behalf of the school. Minutes are recorded for each meeting and are made available to parents and community through the school's website.

The P&C also promote their work across the school through a P&C Facebook page.

Parent Teacher Conferences

Parent/Teacher Conferences are held at the end of Term 1. The school also holds Parent Information Evenings for all grades in Term 1 and teaching staff are available at any time to meet with parents who wish to discuss their child's progress outside of the Parent /Teacher Conference and reporting periods.

Student Reports

Written reports on the academic and social progress of each student are sent home to parents at the end of Term 2 and Term 4. Parents are invited/encouraged to arrange an appointment with the class teacher if they wish to discuss student reports in greater detail.

Other Community Engagement Events

Throughout the course of the year, the school will organise and promote many events that engage the parents/community with the school. These events will include, but are not restricted to:

- Open classrooms
- Education Week events
- Events to celebrate significant cultural events within the community
- Events to recognise/celebrate Christmas, Easter, etc
- Fundraising events (organised in conjunction with the P&C)
- Parent helper programs and other initiatives where parents and community members directly contribute to educational programs

Roles and Responsibilities

Principal	Committee Leader	Committee Members
<p>Write Principal's message in newsletters.</p> <p>Complete final approval of all communication with parents/carers and the community – ie, newsletter entries, notes home to parents, advertisements for events, etc.</p> <p>Approve advertisements from external organisations.</p> <p>Coordinate with the Community Engagement Team regarding the planning and organisation of all events.</p> <p>Lead all formal meetings with parents/carers and external agencies.</p>	<p>Liaise with Senior Executive relating to management of Community Engagement matters.</p> <p>Manage administrative tasks on Social Media applications, website, Skoolbag including pushing out alerts, news and notices in collaboration with office staff.</p> <p>Develop/update school banners, information brochures and other print items.</p> <p>Coordinate the organisation of significant whole school events including Education Week, Harmony Day and Presentation Days as determined by the timeline developed with the team.</p>	<p>Coordinate at stage/team level, items to be submitted for inclusion in school newsletters, the school app and other forms of communication.</p> <p>Provide feedback and communicate with stage/team about matters relating to Community Engagement.</p> <p>Keep relevant stage/team pages on the school website updated.</p> <p>Ensure that 'permission to publish' is current for all students included in stage-based promotional material.</p> <p>Assist in the organisation of significant whole school events, in collaboration with the Principal.</p>

Most recent review: November 2019
Next review date: December 2020

Blakehurst Bluey says be:



Safe

Respectful

Engaged

Resilient