



Star of the Sea School

*Respectful
Communication Policy*

Open Hearts Open Minds



Contents

Star of the Sea School.....	1
SCHOOL VISION STATEMENT.....	3
PURPOSE.....	3
SCOPE OF POLICY.....	3
ROLES AND RESPONSIBILITIES.....	3
POLICY REVIEW.....	5
ACKNOWLEDGEMENT AND APPROVAL.....	5
REVISION RECORD.....	5
RESOURCES AND RELATED POLICIES.....	6

SCHOOL VISION STATEMENT

Our school is built on the core values of respect, inclusivity, compassion, collaboration and honesty. We support our families as the first and foremost educators of their child's faith development. Our vision paves the way for educating students for the 21st century but also draws from our history and tradition.

We guide our learners to be self-managed, innovative and critical thinkers who have a strong sense of who they are and their relationship in their world. As a learning community, value the skills necessary to build meaningful relationships and for learners to be connected to each opportunity to develop their own personal growth. We encourage our learners to question, explore and discover so they actively contribute to a more compassionate society.

PURPOSE

The Respectful Communications Policy aims to provide clear and effective guidelines for the way in which all members of Star of the Sea communicate with one another and members of the broader community. Respectful, positive and effective communication between Star of the Sea School and community members is central to providing a mutually supportive environment that will enable students to meet their full potential. This policy is designed to foster an environment which focuses on working in positive partnership with parents/caregivers and ensuring respectful communications between students and staff.

SCOPE OF POLICY

Star of the Sea School will:

- ◆ Provide a variety of mechanisms for students and parents/caregivers to engage with the School
- ◆ Maintain regular contact with students and parents/caregivers about important information relating to students at Star of the Sea School
- ◆ Provide formal opportunities for parents/caregivers to engage with the community through
- ◆ Parent Teacher Interviews and book a chat

ROLES AND RESPONSIBILITIES

All members of our school community contribute to the development of respectful communication related policies and practices and their successful implementation.

<i>School Board</i>	The School Board will: <ul style="list-style-type: none">• Develop, monitor, and review the policy• Consider feedback from the Star of the Sea School community when requesting changes to the policy.
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Leadership	<p>The School Leadership will:</p> <ul style="list-style-type: none"> • Ensure staff, students and families are aware of the expectations with regard to respectful communications • Support students and families who have a concern regarding communication with Star of the Sea School • Support students and staff who have been exposed to disrespectful or inappropriate communications • Respond to parent/caregiver communications in a timely manner • Follow a grievance procedure when managing situations that are believed to have breached the Respectful Communications Policy.
School Staff	<p>The School Staff will:</p> <ul style="list-style-type: none"> • Ensure that they are familiar with and follow the Respectful Communications Policy • Communicate with all members of the community in a respectful and timely manner • Respond to parent/caregiver communications in a timely manner • Respond to student and staff communications in a timely manner • Discontinue communications with students and parents/caregivers should their communication become disrespectful or inappropriate and seek support from school Leadership to manage the situation • Communicate with parents about school matters exclusively using school systems including email, phone, Seesaw and face-to-face meetings • Never connect with students via any personal platforms, including but not limited to, personal social media accounts.
Students	<p>The students will:</p> <ul style="list-style-type: none"> • Always uphold the Respectful Communication Policy when communicating with their peers, staff, families and the broader community • Understand that this policy is always in effect and is not only relevant when on school premises or during school hours • Understand that they are not to communicate with anyone via their mobile phones or other devices during school time • Exclusively use school mechanisms to communicate with staff • Never communicate, or attempt to communicate, with staff via personal email addresses, any form of social media or at their homes • Never persist with unwarranted or unwanted contact with other students.
	<p>The parents / caregivers will:</p> <ul style="list-style-type: none"> • Support this policy and ensure their children/students support this policy • Maintain open and supportive levels of communication with school leaders and other school staff in relation to this policy

Parents & Caregivers

- Communicate in a respectful manner with all members of the Star of the Sea community, role-modelling courteous, positive and non-aggressive communications, particularly to set an example for students
- Understand that staff will discontinue communicating with parents/caregivers immediately should the communication or interaction be disrespectful, inappropriate or aggressive in any way
- Communicate with their child via the school office about matters relating to school.
- Not communicate directly with their child without informing the office regarding matters relating to early collection from school
- Understand that students are not to communicate with anyone via their mobile phones or other devices during school time
- Never communicate, or attempt to communicate, with staff via personal email addresses, any form of social media or at their homes
- Understand that school staff have many responsibilities to many students and require adequate time to respond to each parent/caregiver who contacts them
- Understand that staff are under no obligation to respond to parent communications out of school hours (8.00am-5.00pm), including weekends and each term break throughout the year - in accordance with the Fair Work Act 2009 - 'Right to Disconnect'.

POLICY REVIEW

This policy will be reviewed annually to ensure it remains effective and relevant to the needs of our school community.

ACKNOWLEDGEMENT AND APPROVAL

This policy has been developed in consultation with staff, students, and the broader school community and was approved on 17th February 2025.

REVISION RECORD

Implemented	24 th February 2025
Ratified by School Board	17 th February 2025
Last Reviewed	17 th February 2025
Next Review	31 st January 2026