## COMMUNICATION

### RESPECT
- Participate in and support SWPBS: Acknowledgement and Behaviour matrices; sharing consistent and high expectations for students and their learning
- **SWPBS** decision making communicated to all members of the school community through various media
- Streamlined enrolment processes with consistent and clear expectations of requirements
- Respect for cultural differences and for country – acknowledgement to country; National Anthem
- A user friendly parent hub on website to assist with relevant information
- Translation of key information into our dominant languages other than English eg Samoan; etc
- School transition calendar detailing who; what, when, why, how of events / activities for students and parent / caregiver transitioning to high school and also transitioning to Senior Secondary

### EXCEL
- Promotion and marketing of school brand and achievements eg Showcase Awards; NAB Schools First; extracurricular programs etc through school newsletters; Social Media; print media etc
- Promotion and marketing of opportunities to students; parents / caregivers etc via emails
- Promotion to the community of school events and achievements through social media
ATTEND

- ID Attend text messages to parent/ Caregiver for unexplained absences etc
- Follow up phone calls to parent / caregivers for multiple absences
- CLO follow up – phone calls, meetings, home visits
- Promote high expectations of attendance through data collection and analysis; follow up with relevant staff; whole school at assemblies; communication with parent / care giver; etc
- Attendance processes and procedures communicated phone calls, school magnets, newsletters, emails, school diary etc
- Follow up meeting with relevant Youth Support Service members
- Active use of the School calendar for P& C meetings; school events; excursions; Parent / teacher meetings etc
- P & C participation and support promoted through marketing materials
- Parent/ caregiver to attend parent / teacher interviews
- Parent / caregiver to attend information evening on learning opportunities eg Creative Industries
- Timely return of permission forms and other relevant documents
- SMS reminders to parent / caregiver regarding permission forms
LEARN

- Timely school reports keep parent / caregiver informed of student achievements
- Professional Development conducted for staff to communicate effectively with parent / caregiver
- Professional Development conducted for parent / caregiver to communicate effectively with staff and teach the language of schooling
- Resources developed to address questions and concerns that parents / caregivers may have regarding Junior Secondary
- Marketing / Public Relations Officer to support student enrolments, transition, and parent liaison (one point of contact)
- Curriculum and assessment overviews on school website
- Junior Secondary home room teachers send a weekly email of upcoming events, homework etc
- Marketing of curriculum support personnel and services to parent / caregiver and students via school website; newsletters; parent evenings; etc eg ESL support; STLan; Homework centre
- Share consistent and ongoing messages of high expectations for all students and their learning

LEARNING PARTNERSHIPS

RESPECT

- Share the cultural diversity and skills with affiliate schools – Harmony Day; NAIDOC Day; etc
- Instrumental Music partnership with affiliate schools; etc
- Parent / Community involvement in embedding Aboriginal and Torres Strait Islander Perspectives into the curriculum
**EXCEL**

- Facilitate transition programs with affiliate schools
- Maintain networks with post-secondary options eg university; TAFE; private colleges; etc
- Facilitate flexible arrangements in response to individual needs eg SATs; tertiary programs; etc
- Scholarships offered to high achieving students from affiliate schools

**ATTEND**

- Parent/caregiver participate in Senior Education and Training Plan (SETP) interviews
- Regular meetings with parent/caregiver from the Aboriginal & Torres Strait Islander; Pacific Islander and African groups (all facets of school)
- Parent/caregiver participate in Subject Selection and new programs information sessions

**LEARN**

- Open school facilities for community use targeting community needs – short course programs; resume writing; job readiness skills and employment opportunities
- Liaising with education and training organisations to maintain standards eg QSA; QTAC; ASQA; etc
- Consultation with Elders regarding traditional customs for Platters on Willow venture
- Sharing facilities with community groups for parent/caregiver and teacher workshops targeting areas of need or interest eg adult education
- Collaboration and specialised teaching within the curriculum by specialised personnel eg Health Education; Law; Braveheart; etc
- Partnerships with outside agencies for study skills; tutoring; tertiary preparation; etc
- Parent/Caregiver feedback sought through School Opinion Survey and other methods
- Industry mentors, critical friends and endorsement of VET
- Partnerships with other Registered Training Organisations (RTOs) eg My Other Mom (MOM); On-fit; Arrow
- Parent / Caregiver having access to the school Resource Centre

## COMMUNITY COLLABORATION

### RESPECT
- Maintain networks with relevant health professionals to support referrals
- Maintain networks with external support agencies
- Sharing school facilities for community use including community meetings and interest groups (outside of school hours)
- Support community networks in charitable programs eg Blood Bank; Relay for Life; Shave for a Cure; Movember etc

### EXCEL
- Community sponsorship of school awards and scholarships
- School Youth Services Team to communicate services via newsletters; website; assemblies etc

### ATTEND
- Parent / caregiver attendance at community information nights for all programs encouraged
- Local business support in promoting school attendance policy
**LEARN**

- Networks established for community integrated learning to develop employment skills for post school choices and transitioning eg Choices not Chances (GenR8); Work experience; structure workplace learning
- Enhance Junior Secondary parent/caregiver involvement in education eg helpers/in and out of class support eg excursions
- Education and training of parents/caregivers in IT applications; literacy and numeracy
- Networking with the community to address community needs, etc eg Worklinks Advisory Groups; Greater Springfield Chamber of Commerce

**DECISION-MAKING**

**RESPECT**

- Established SWPBS team with representation from relevant stakeholders including parent/community
- P & C consultation on school expectations, policy and procedures eg behaviour matrix, uniform
- Student Council organise and manage school and community fundraising initiatives

**EXCEL**

- Administration team (Executive & Leadership) drive the holistic focus of the school direction
- Business Service Manager (BSM) coordinates and manages the facilities and non-teaching personnel to achieve school direction
- Youth Services Committee oversees management of services and programs within school eg Career blueprint; breakfast program; etc
**ATTEND**

- Facilitate flexible arrangements in response to individual needs eg graduated entry; SATs

**LEARN**

- Consultative processes with Local Consultative Council (LCC) to inform the direction of the school with respect to policy changes
- Administration team (Executive & Leadership) set priorities, lead pedagogical change for improved learning outcomes
- Youth Services Committee oversee the implementation and clarification of policies and procedures eg Standards of Practice; Code of Conduct etc

**PARTICIPATION**

**RESPECT**

- School support to community events eg ANZAC Day; Remembrance Day; Jacaranda Festival etc
- Community engagement in Awards Ceremonies, Assemblies and special events
- Acknowledgement of parents and community through letters of appreciation, morning teas, etc

**EXCEL**

- Participation of students parent / caregiver and staff in school events / activities eg Open Days; school dances; parent evenings; graduation; awards evening.
- Develop database of community members and past students willing to share their expertise and information about careers

**ATTEND**

- Parent / caregiver to attend Academic Award ceremonies; Sports awards etc
• **Access to a common room for parent / community with computer access and school information**

• **P&C representation at key events**

• **Parent / caregiver volunteering eg tuckshop; uniform shop etc.**