



BENTON JUNIOR COLLEGE

COMMUNICATION POLICY



Rationale

Benton Junior College recognises that clear communication underpins strong home – school partnerships. The school aims to develop clear, two-way communication that fosters a strong community network and supports student learning.

Aim

This policy provides information to parents in order to:

Outline the ways in which information will be communicated by the school to the community; and

Suggest the most suitable avenues for parents/guardians to communicate with the school.

This policy applies to school staff, and all parents and carers in our community.

Implementation

Benton Junior College understands the importance of providing helpful and timely responses to common enquiries from parents and carers. To ensure that members of our school community are directed to the most appropriate person to assist them, the information below outlines key contacts for common queries:

- to report a student absence, please use COMPASS or contact Office via phone (59739100.)
- to report any urgent issues relating to a student on a particular day, please contact Office or email the appropriate staff member via COMPASS
- to discuss a student's academic progress, health or wellbeing, please contact your classroom teacher or Student Wellbeing Leading Teacher
- for enquiries regarding camps and excursions, please contact classroom teacher
- to make a complaint, please contact a member of the Principal team. Please also refer to our Complaints policy which can be found on COMPASS or the College's webpage
- to report a potential hazard or incident on the school site, please contact a member of the Principal team or College Office
- for parent payments, please contact College Office
- for all other enquiries, please contact our Office on 59739100 or email via COMPASS.

School staff will do our best to respond to general queries as soon as possible and ask that you allow us 2 – 3 working days to provide you with a detailed response. We will endeavour to respond to urgent matters within [24 hours] where possible.

The College webpage and COMPASS platform provides the school community with information in relation to the curriculum, BJC policies, School's Strategic Plan, Annual Implementation Plan, School Report to the Community and school events. Other ways parents/carers are kept informed include:

- Year Level information pamphlet given to parents at the start of each year
- Parent/teacher interviews
- Student led conference
- Student support group meetings for students on an Individual Learning Plan or the PSD program
- School tours for prospective new parents
- Weekly year level newsfeed via COMPASS
- Information boards outside classrooms
- Information sessions such as Foundation Early Literacy and Numeracy
- Parent meetings for camps, iPad program, Family Life, Cyber safety and other relevant sessions
- Hard copies as required

Additional Links:

- *BJC Complaint Policy*
- <https://www.bentonjuniorcollege.com/>
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Review cycle

Policy last reviewed	March 2022
Approved by	Principal
Next schedule review date	March 2025