



# DARAMALAN COLLEGE

## COMMUNICATION POLICY

### Related Policies

Privacy Policy  
Staff Code of Conduct

### Rationale

Within a large organisation it is essential that there is effective communication between all parties. In keeping with the philosophy of the College that respects and values each member, all members of the College community are encouraged to communicate openly and to work collaboratively. This means that structures need to be in place to promote effective and regular communication.

This policy fulfils the College's requirement to provide information about its educational programs, policies and operations as per the Education Act 2004 and the Education Amendment Act 2022, as well as explaining opportunities for community consultation on these issues.

### Policy

- Every effort is made to ensure there is clear, accurate and timely communication between all members of the College community.
- A variety of forms of communication are used and regularly reviewed.
- Annual surveys of staff, students and parents/guardians are undertaken to provide opportunities for feedback from community members and consultation on aspects of the College.
- Communication is promoted as a two-way process and parents and students, in particular, are encouraged to communicate openly with College staff and staff are expected to communicate openly and sensitively with parents and students.
- Daranet is used as a key source of information for students and parents. This is supplemented by the additional use of the College Website.
- Information should only be sent, as far as possible, to those people for whom it is relevant.
- Written communications using College letterhead must be approved by a member of the Executive before sending.
- Written communications to families and large groups must be approved by a member of the Executive. Communications from the Executive members should be checked by the Principal or another member of the Executive team prior to being sent.
- Staff have access to Microsoft Copilot Enterprise on College-issued devices. Copilot is the sole AI tool endorsed by the College for staff use. AI is a support tool and must not replace professional judgement. Staff must not present AI-generated content as their own when communicating with students, parents, or colleagues. All external-facing communication must be human-authored, human-reviewed and human-approved. AI must never be used to make decisions with educational, legal or wellbeing implications, including but not limited to:

- marking or grading;
- making academic judgements;
- issuing feedback;
- providing advice on wellbeing or pastoral matters.
- Social Media Platforms and other Messaging Applications using the name Daramalan require prior approval from the Principal or Deputy Principal. The use of such platforms/applications should adhere to the relevant legislative requirements and advice from external organisations such as the eSafety Commissioner in relation to social media age restrictions.
- Staff, volunteers, coaches and tutors should not link students to their personal social media accounts.

## **Procedures**

- It is expected that all staff will respond promptly to phone messages and emails from parents, usually within 24 hours during usual work days. However, as the College respects the legislated right of staff to disconnect to maintain their work-life balance and overall wellbeing, staff members may not respond to emails and communication between 5.00pm and 8.00am weekdays and not at all on weekends.
- Parent requests for meetings will be accommodated, where possible, in a timely manner.
- All written communications (except for day-to-day correspondence sent to individual parents) from the College are to be checked for accuracy and clarity by a member of the Executive before they are sent.
- Parents and students should have ready access to information about academic and other activities via the school intranet (Daranet) to enable them to participate actively in College life.
- Emails to groups of parents or volunteers should use the BC (Blind Copy) option to maintain the privacy of recipients.
- The Principal is the only staff member authorised to speak on behalf of the College. Staff should inform and consult the Principal should they be approached to make comment on behalf of the College by media outlets, online forums or the like.

## **Key Forms of Communication**

### ***Community***

- The College website and the College newsletter, *Daranews*, are the key means by which the College can communicate with prospective and current families as well as alumni. It provides information about governance structures, enrolments, curriculum offerings, the history of the College and also recent news items relating to College events and activities.
- The Daramalan App provides access for current families to key publications such as Daranews, Daranet and College website. Push notifications and alerts are also able to be set up through the app.

### ***Students***

- Regular assemblies are held for year groups and the whole school at which information is presented.
- Daily News and electronic and static noticeboards
- Student Diary
- Learning Management System/ Daranet
- Parent-Student-Teacher interviews
- Careers Website
- Student surveys
- Specific Platforms and Websites for alumni, Careers and sports groups
- School email communication

***Parents***

- Information Events and recordings where information about Pastoral Care structures, curriculum and other educational programs as well as other key information are presented.
- Handbooks relevant to the year that their student is enrolled
- Parents have their own log-on to Daranet
- Email and phone calls
- Social media platforms
- School newsletters
- Parent-Student-Teacher interviews
- Parent surveys
- School calendar
- Proformas regarding school events and issues
- Parents and Friends Association scheduled meetings

***Board***

- Board Directors receive regular communications at meetings from members of the Executive as well as other key staff within the school.
- Board Directors access important information including the Board Meeting papers through the Board Sharepoint Portal.
- The Board Chair provides updates to parents, students and staff on Board issues through the College newsletter, Daranews, and the Yearbook.

***Alumni***

- Alumni have access to school newsletters and information about matters relating to the alumni through the Alumni website and social media platforms. This is overseen by a staff member of the College.

<b>Approved by:</b>	College Executive
<b>Contact Staff Member:</b>	Principal
<b>Implementation:</b>	Term 1 2026
<b>Supersedes Policy Dated:</b>	Term 3 2022
<b>Revision Date:</b>	Term 1 2028