

HPS COMMUNICATION & ENGAGEMENT MATRIX

Purpose:

To outline the communication methods the school is committed to providing to the following members of our school community.

WHOLE COMMUNITY COMMUNICATION & ENGAGEMENT

Communication Type	Objective of Communication Inform / Consult / Involve / Collaborate/ Empower	Medium	Frequency	Facilitator	Deliverable	Review
Newsletter	Inform <ul style="list-style-type: none"> School Philosophy, Values and Priorities Teaching and learning approaches School Community & Prospective Community Members 	<ul style="list-style-type: none"> Electronic & Print 	Fortnightly	Prin & Office staff	<ul style="list-style-type: none"> Fortnightly Newsletter – hard & website copies 	<ul style="list-style-type: none"> Annual Comms Survey Monkey Survey
Twitter	Inform/Collaborate <ul style="list-style-type: none"> Teaching and learning – eyes inside the classrooms – Learning Intentions articulate 	<ul style="list-style-type: none"> Electronic 	Weekly	AP	<ul style="list-style-type: none"> Weekly Twitter Walk Classroom Teachers Tweets 	<ul style="list-style-type: none"> Number of followers Number of retweets Annual Comms Survey Monkey Survey
Website	Inform <ul style="list-style-type: none"> School Philosophy, Values and Priorities Teaching and learning approaches School Community & Prospective Community Members 	<ul style="list-style-type: none"> Electronic 	Biannually	AP	<ul style="list-style-type: none"> Up to date website info 	<ul style="list-style-type: none"> Annually for currency of information Annual Comms Survey Monkey Survey
Children's Assembly	Inform/Involve/Collaborate/Empower <ul style="list-style-type: none"> Showcase teaching and learning Student Leaders 	<ul style="list-style-type: none"> Face to Face 	Weekly	Prin & Student Leaders	<ul style="list-style-type: none"> Oral/Visual sharing 	<ul style="list-style-type: none"> Number of community members attending Student Leaders evolution of content and roles as captains Annual Comms Survey Monkey Survey
Info Nights	Inform <ul style="list-style-type: none"> Teaching and learning Year Level Expectations 	<ul style="list-style-type: none"> Face to Face 	Yearly	Teaching Teams	<ul style="list-style-type: none"> AV Presentation Hard copy of presentation Slides Classroom Norms & Timetable 	<ul style="list-style-type: none"> Number of community members attending Annual Comms Survey Monkey Survey

School Events	Involve/Collaborate/Empower <ul style="list-style-type: none"> Extended teaching and learning opportunities 	<ul style="list-style-type: none"> Face to Face 	Calendar – whole school event each term	Teaching Teams or Teacher Role	<ul style="list-style-type: none"> Brochures Note for attention Website Twitter 	<ul style="list-style-type: none"> Number of community members attending Annual Comms Survey Monkey Survey
Community Notice Board	Inform <ul style="list-style-type: none"> Local community events / clubs etc 	<ul style="list-style-type: none"> Print 	As req	Office staff	<ul style="list-style-type: none"> Brochure display (A4 or smaller) 	<ul style="list-style-type: none"> Annual Comms Survey Monkey Survey
Signage	Inform <ul style="list-style-type: none"> Teaching and learning showcase Transition information Advertise HPS 	<ul style="list-style-type: none"> Print 	Yearly	Prin, AP, Transition Coord & Office staff	<ul style="list-style-type: none"> Real Estate Sign Changeable Display Board at Front of School 	<ul style="list-style-type: none"> Annual Comms Survey Monkey Survey

PARENT/GUARDIAN COMMUNICATION & ENGAGEMENT

Communication Type	Objective of Communication Inform / Consult / Involve / Collaborate/ Empower	Medium	Frequency	Facilitator	Deliverable	Review
Monday Morning Parents Group	Inform/Consult/Involve/Collaborate/Empower <ul style="list-style-type: none"> Enjoy sharing and mingling with school community members 	<ul style="list-style-type: none"> Face to Face 	Weekly	Chaplain	<ul style="list-style-type: none"> Informal oral sharing 	<ul style="list-style-type: none"> Annual Comms Survey Monkey Survey
Open Door Policy	Inform/Consult/Involve/Collaborate/Empower <ul style="list-style-type: none"> Parents as partners in teaching and learning 	<ul style="list-style-type: none"> Face to face 	As req	Parents	<ul style="list-style-type: none"> Dialogue Action plan for concern 	<ul style="list-style-type: none"> Annual Comms Survey Monkey Survey
Parent Reps	Consult/Involve/Collaborate/Empower <ul style="list-style-type: none"> Reps to facilitate links for parents across the class Reps to share information with non face to face parents Reps to coordinate opportunities to connect with other parents in the class 	<ul style="list-style-type: none"> Face to face Electronic 	Termly	Parent Rep Coord & Parent Reps	<ul style="list-style-type: none"> Comms link for offsite parents Social gatherings offsite 	<ul style="list-style-type: none"> Annual Comms Survey Monkey Survey
Parent Teacher Interviews	Inform/Consult/Involve/Collaborate/Empower <ul style="list-style-type: none"> Share Successes, Progress and Areas for Future Improvement Clarify Student report Address questions or queries from parent/guardians 	<ul style="list-style-type: none"> Face to face 	Mid Year	Teaching staff	<ul style="list-style-type: none"> Reports ref Teacher notes 	<ul style="list-style-type: none"> Annual Comms Survey Monkey Survey
School Council	Inform/Consult/Involve/Collaborate/Empower <ul style="list-style-type: none"> Whole school direction & priorities 	<ul style="list-style-type: none"> Face to Face Print Electronic 	Monthly	School Council President & Prin	<ul style="list-style-type: none"> Minutes Agenda items Actions from Subcommittee meetings 	<ul style="list-style-type: none"> Annual Comms Survey Monkey Survey
School Council Subcommittee Meetings	Inform/Consult/Involve/Collaborate/Empower <ul style="list-style-type: none"> Act on whole school direction and priorities from School Council 	<ul style="list-style-type: none"> Face to Face Print Electronic 	Monthly	School Council Members	<ul style="list-style-type: none"> Actions from Subcommittee meetings 	<ul style="list-style-type: none"> Annual Comms Survey Monkey Survey
Diaries	Inform/Consult/Involve/Collaborate/Empower <ul style="list-style-type: none"> Share happenings, requests, reminders, events, requirements etc 	<ul style="list-style-type: none"> Print 	As req	Teaching staff	<ul style="list-style-type: none"> Note for attention 	<ul style="list-style-type: none"> Annual Comms Survey Monkey Survey
Parent Notice Board	Inform <ul style="list-style-type: none"> Uniforms for sale In school happenings 	<ul style="list-style-type: none"> Print 	As req	Parents, Parent Rep Coord & Office staff	<ul style="list-style-type: none"> Brochure display (A4 or smaller) 	<ul style="list-style-type: none"> Annual Comms Survey Monkey Survey
Year Level Newsletter	Inform <ul style="list-style-type: none"> Teaching and learning foci within the level for the term Support mechanisms and tips for at home to support learning Key dates for the year level 	<ul style="list-style-type: none"> Print & Future Electronic 	Termly	Teaching Teams <ul style="list-style-type: none"> Prep Junior 1 Junior 2 Middle Senior 	<ul style="list-style-type: none"> Termly newsletter 	<ul style="list-style-type: none"> Annual Comms Survey Monkey Survey

STUDENT COMMUNICATION & ENGAGEMENT

Communication Type	<u>Objective of Communication</u> Inform / Consult / Involve / Collaborate/ Empower	Medium	Frequency	Facilitator	Deliverable	Review
Chaplain Postbox	Involve/Collaborate/Empower <ul style="list-style-type: none"> Share happenings, requests, reminders, events, requirements etc 	<ul style="list-style-type: none"> Print 	As req	Chaplain	<ul style="list-style-type: none"> Note for attention 	<ul style="list-style-type: none"> Annual Comms Survey Monkey Survey
Junior School Council	Consult/Involve/Collaborate/Empower <ul style="list-style-type: none"> Student Direction for School Improvement 	<ul style="list-style-type: none"> Face to face 	Fortnightly	JSC Coord & Student Leaders	<ul style="list-style-type: none"> Actions as decided by JSC Two fundraisers p.a. 	<ul style="list-style-type: none"> Student Leaders Review Annual Comms Survey Monkey Survey
Student Notice Board	Inform /Empower <ul style="list-style-type: none"> Birthdays Newsletters 	<ul style="list-style-type: none"> Print 	As req	Student Leaders	<ul style="list-style-type: none"> Brochure display 	<ul style="list-style-type: none"> Annual Comms Survey Monkey Survey

STAFF COMMUNICATION & ENGAGEMENT

Communication Type	Objective of Communication Inform / Consult / Involve / Collaborate/ Empower	Medium	Frequency	Facilitator	Deliverable	Review
iPads, email & imessage	Inform/Consult <ul style="list-style-type: none"> Share happenings, requests, reminders, events, requirements etc 	<ul style="list-style-type: none"> Electronic 	As req	Staff	<ul style="list-style-type: none"> Regular team communication 	<ul style="list-style-type: none"> Annual Comms Survey Monkey Survey Staff Opinion Survey
C Team Meeting	Consult <ul style="list-style-type: none"> Share teaching and learning questions and concerns 	<ul style="list-style-type: none"> Face to Face 	Fortnightly	Prin Reps – Facilitator & Minutes	<ul style="list-style-type: none"> Meeting Minutes -emailed to all staff 	<ul style="list-style-type: none"> Annual Comms Survey Monkey Survey Staff Opinion Survey
Induction	Inform/Involve /Empower <ul style="list-style-type: none"> Practice requirements - VIT Teaching and learning expectations OH&S expectations Access to information Key contacts 	<ul style="list-style-type: none"> Face to face 	Yearly	New staff	<ul style="list-style-type: none"> Awareness of School Expectations, Policies & Guidelines 	<ul style="list-style-type: none"> Annual Comms Survey Monkey Survey Staff Opinion Survey Performance and Development Culture Accreditation
ICU / Planning Week	Involve/Collaborate/Empower <ul style="list-style-type: none"> Share effective practice Plan for following term – literacy, numeracy and integrated 	<ul style="list-style-type: none"> Face to face Print Electronic 	Termly	Teaching staff	<ul style="list-style-type: none"> Term Planners – print and e-version 	<ul style="list-style-type: none"> Annual Comms Survey Monkey Survey Staff Opinion Survey End of Year Curriculum Review
Leadership Forum	Inform/Consult/Involve/Collaborate/Empower <ul style="list-style-type: none"> Facilitate teacher leadership of area across school Devise and modify 3-5 Year Plans Implement and refine 3-5 Year Plans with feedback from group and alignment with school direction Professional leadership growth 	<ul style="list-style-type: none"> Face to Face 	Fortnightly	Prin & AP	<ul style="list-style-type: none"> Milestones as per the agreed 3-5 Year Plans 	<ul style="list-style-type: none"> Annual Comms Survey Monkey Survey Staff Opinion Survey Staff Reviews
Leadership Team Meeting	Inform/Consult/Involve/Collaborate/Empower <ul style="list-style-type: none"> Whole school direction & priorities Review & Set agenda for Leadership Forum Review C Team items Review & Set agenda for Staff Meeting 	<ul style="list-style-type: none"> Face to Face 	Weekly	Prin	<ul style="list-style-type: none"> Meeting Feedback to staff as required inc. C Team formal replies 	<ul style="list-style-type: none"> Annual Comms Survey Monkey Survey Staff Opinion Survey Staff Reviews
PRP Meeting / Reviews	Involve/Collaborate/Empower <ul style="list-style-type: none"> Review teaching and learning impact Inform future directions Celebrate successes and improvements Direct future improvements 	<ul style="list-style-type: none"> Face to face Print Electronic 	Termly	Staff	<ul style="list-style-type: none"> PR Plan Meeting attendance Goals achieved as outlined in Plan 	<ul style="list-style-type: none"> Annual Comms Survey Monkey Survey Staff Opinion Survey
Staff Meeting	Inform /Involve/Collaborate/Empower <ul style="list-style-type: none"> Introduce staff to new ideas Review current objectives and approaches 	<ul style="list-style-type: none"> Face to Face 	Weekly	Prin , AP & Leadership Forum Members	<ul style="list-style-type: none"> Agenda – Prin/Whiteboard Meeting Minutes -rotated through teams 	<ul style="list-style-type: none"> Annual Comms Survey Monkey Survey Staff Opinion Survey Informal Feedback

Weekly Team Meeting	Inform/Consult/Involve/Collaborate/Empower <ul style="list-style-type: none"> • Review class achievements • Share effective practice • Check admin as per calendar • Check OH&S as per staff meeting • Share C Team ideas & feedback 	<ul style="list-style-type: none"> • Face to Face 	Weekly	Teaching Teams <ul style="list-style-type: none"> • Prep • Junior 1 • Junior 2 • Middle • Senior • Nihongo 	<ul style="list-style-type: none"> • Meeting Minutes -emailed to all staff 	<ul style="list-style-type: none"> • Annual Comms Survey Monkey Survey • Staff Opinion Survey • Staff Reviews
Calendar	Inform <ul style="list-style-type: none"> • Key events • Timelines for beginning prep for events 	<ul style="list-style-type: none"> • Print 	Yearly	Staff	<ul style="list-style-type: none"> • Calendar to staff • Timelines met as outlined in calendar 	<ul style="list-style-type: none"> • Annual Comms Survey Monkey Survey • Staff Opinion Survey • End of Year Review