



## Standard of Practice Communication Protocols for School Closure

### Teachers

- Contact with parents is made daily and recorded on 'Attendance and Communication template'. Oneschool weekly summary of attendance and communication is made for all students (every 5 days). Relevant staff and DP are referred in.
- 2 daily check ins with DP at 2 different times one general /one feedback related).
- Attendance document is kept to track whether students have been online to join tasks. If students have not attended the daily lesson, parent is contacted. The exchange is placed on Oneschool.
- If a student has not connected with class tasks and the CT has attempted to contact the parent without a reasonable solution, DP is notified.
- Contact with IET support staff regarding identified students

### Deputy Principals

- DP sets and is involved in a minimum of 2 daily check ins with all teachers they line manage.
- DP to keep a record of all check ins with the staff they line manage.
- DP has a minimum 2 weekly meeting with their year levels and line managed staff. These meetings have an agenda document on Onedrive; accessible to the Principal and relevant staff. Actions are followed up on in a timely manner.
- DP has daily meetings with the Leadership Team. These meetings have an agenda document on Onedrive; accessible to the Principal and relevant staff. Actions are followed up on in a timely manner.
- DP follows up with students who have not accessed class tasks for 3 days.
- DP follows up on complex case students/parents for wellbeing checks with the GO.
- Contact with IET support staff regarding identified students

### GO

- GO and DP have access to a shared complex case list for the relevant year levels.
- GO to ensure students with a safety plan have support tasks and appropriate links to external support services.
- Sets regular check ins with complex case students/parents on a case by case need.
- GO to continue communication with external supports for caseloads.

### IET

- IET and DP have negotiated caseload contact and use a shared document to update records. Oneschool weekly summary of communication is made for caseload (as negotiated). Relevant staff and DP are referred in.
- IET sets regular check ins with caseload students/parents on a case by case need (as negotiated with relevant DP).
- IET to continue communication with external supports for caseloads (AVT, Speech, OT, Physio)
- SET meetings to occur every week (or as cases arise), on an agreed upon medium. Actions of these meetings are to be follow up on by relevant staff (IET, CT, SLP, DP, ETC).

### TAs (Prep, Inclusion, General, BAT, STEM, EAL/D, Closing the Gap)

- Working online with small groups or individuals –as teacher directed
- Daily communication with relevant teacher dependent on your role (Prep, Inclusion, General, STEM, EAL/D, Closing the Gap)

### Office Staff

- Contact with parents regarding usual duties:
- We need to determine if the school switchboard should have a redirection message asking parents to email queries to the school's email address and give a mobile number for emergencies (the emails could then be accessed by office staff and distributed to the appropriate person).
- Alternatively, the switchboard could be redirected to a mobile number during certain times.
- Courtney has a school laptop and can still access social media, Facebook and emails. Courts is also looking into whether she can access Text Messaging for Parents from home.
  - Contact with relevant staff to share updates regarding student information – Karen Lynch would also need a school laptop so she can work from home and access emails etc. Michelle Hughes and myself have laptops we can take home already and we would need to determine whether Trish needs one as she is only here for the last week of term.
  - Sending of bulk emails on behalf of teachers, DP,P – this can also be handled by the office staff with their laptops from home.
  - Provide administrative documents upon request – any documents in G Drive that may be needed should be saved into each person's laptop or One Drive. We would also need to take some documentation/stamps home so we can continue to work from home.
  - Communicate information to the wider community regarding important events – As above Courtney has access to social media, Facebook and emails and the rest of the office staff will also have access to emails.
  - Bookings/Confirmation – I'm not quite sure which bookings/confirmations this refers to but would think they should be on hold during a lockdown. Any bookings now should also have been cancelled.

### Principal

- Daily communication with the Leadership Team
- Consistent updates to staff as received by governing bodies
- Continued direction and support regarding expectations for all staff
- Continued outward communication to school community and relevant stakeholders

