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## COMMUNICATION POLICY

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### PREAMBLE

St Patrick's College offers a Catholic independent education for girls in Years 7–12, in the tradition of the Sisters of the Good Samaritan. It is a registered and accredited non government school under the *NSW Education Act 1990*.

St Patrick's College exists for the good of its students and in fulfilling this recognises that it works in partnership with parents in the education of their daughters in a local, state and national educational context.

The College aims to contribute to the building of community internally and at local, state, national and global levels, developing independent and self-directed young women who are confident and active participants in church and society. St Patrick's College recognises its responsibility to communicate with various interested stakeholders to ensure the College fulfils its mission and complies with its statutory obligations.

### OBJECTIVES

This policy will work towards the achievement of the following objectives:

- To ensure that the College meets its reporting obligations to Good Samaritan Education.
- To ensure that staff, students and parents are well informed of the College mission and vision and of programs, practices and procedures.
- To ensure that ex-students are welcomed as part of the community and are kept abreast of developments and events in the College.
- To ensure that the College complies with reporting obligations to NESAs and the NSW Minister of Education.
- To ensure that the College complies with reporting obligations to the Commonwealth Government.
- To ensure that the College complies with all reporting obligations under the *Corporations Act*.
- To ensure that the College complies with all the reporting obligations under Child Protection legislations.

### PRINCIPLES

- The College will provide all reports required by Good Samaritan Education.
- The College will communicate with staff and students through a regular newsletter, assemblies, meetings and information evenings.
- The College will encourage and promote a strong Parents and Friends Association.
- The College will liaise with St Patrick's ex-students and assist in the publication of a magazine.
- The College will report annually to NESAs by 30 June in the year following the year on which the report is made, including all information required by the *NSW Education Act 1990*. This report will be made publicly available.
- The College will notify NESAs of matters as required by the *NSW Education Act 1990* Section 63A.



- The College will provide information as requested to assist the Minister in reporting to Parliament on the effectiveness of schooling, as required under the *NSW Education Act 1990*.
- The College will report information on school performance annually in accordance with the *Schools Assistance (Learning Together – Achievement Through Choice and Opportunity) Act 2004 and Regulations 2005*.

## **PROCEDURES**

The following procedures will apply to ensure reporting and accountability obligations are fulfilled:

### **Communication with Good Samaritan Education**

- The Principal will attend meetings of Good Samaritan Principals and joint meetings of Principals with Good Samaritan Education.
- The Chair of the College Board and the Principal will report twice annually to Members of the Company at the Annual General Meeting and the meeting to receive the budget.
- The Principal will report to the College Board at each Board meeting.
- The Principal will communicate informally with the Executive Officer of Good Samaritan Education informing her of critical incidents and serious situations at the College.

### **Communication with Staff, Students, Parents and Ex-Students**

- Regular briefings will be conducted for staff, with a briefing most days and at other times as necessary.
- Teaching staff will meet regularly with the leadership team at teaching staff meetings which are scheduled on the College calendar.
- Regular meetings of departments and year teams will be scheduled on the College calendar.
- A College assembly will be held during the timetabled school day. At this assembly students will be kept informed of College events, policies, programs and practices.
- Regular meetings of year groups will also be used to communicate information to students.
- A College newsletter will be prepared regularly, usually once per cycle (two weeks) during school terms, to inform parents and students of College events, achievements of staff and students, policies, programs and practices and to educate parents and students in the mission and vision of the College. The newsletter will be distributed electronically to families and will be published on the College website.
- The College social media applications are used to inform the community and showcase events at the College.
- The parent portal is used to disseminate important information.
- Information evenings for parents and students will be held at critical stages – on enrolment, entering Years 7-12 and at other times deemed appropriate.
- The College will be open for tours for prospective or current parents and/or friends of the College.
- The College will organise events which enable parents and other community members to visit the College through the year, eg Year 7 parent dinner, mother and daughter high tea, father and daughter dinner, grandparents day, open day, STEM days and Year 5 workshops.
- Parents are encouraged to contact the College at any time to seek information regarding their daughter or general College information.



- Student interim and formal academic reports are published twice per year and will comply with statutory reporting requirements.
- Formal parent/teacher interviews are conducted twice per year for each year group. Parents are given the opportunity to contact teachers for discussion after receipt of student academic reports.
- Regular meetings of the Parents and Friends Association will be attended by the Principal who will report to the association at each meeting.
- If at any time the College has its period of Registration and Accreditation reduced or withdrawn, the Principal will notify parents in writing and detail the consequences.
- Regular meetings of the St Patrick's College Campbelltown Alumni Association will be attended by the Principal, who will report to the association at each meeting.

### **Communication with the NSW Minister and NESA**

- In case of the following events, the Principal will contact NESA:
  - Notification online of details of persons who are 'responsible persons' for the school, including name, role, date of commencement and ceasing as a 'responsible person' within 28 days of any change;
  - To provide certification at the time of making an application for renewal of registration that the school processes meet the requirements to ensure that each person defined under the Act as a 'responsible person' is of good character.
- In case of the following events, the Principal will notify NESA and at least one other 'responsible person' of the circumstances:
  - Where the refusal to register, or cancellation of registration, of any school under Section 56 or 59 of the *NSW Education Act 1990* in the five years prior to application for registration is largely attributable to the actions of a 'responsible person';
  - Where a 'responsible person' is convicted of an offence punishable by imprisonment for 12 months or more;
  - Where a 'responsible person' becomes bankrupt, applies to take the benefit of any law for the relief of bankrupt or insolvent debtors, compounds with his or her creditors or makes an assignment of his or her remuneration for their benefit;
  - Where a 'responsible person' being a corporation is the subject of a winding up order or has had a controller or administrator appointed;
  - Where a 'responsible person' becomes a mentally incapacitated person and becomes a patient at an institution because of that incapacity, the Principal will notify the superintendent of the institution of the need to notify NESA and at least one other 'responsible person' as soon as practicable;
  - Where a 'responsible person' becomes a mentally incapacitated person because of being a protected person under the *Protected Estates Act 1983*, the Principal will notify the Protective Commissioner of the need to notify NESA and at least one other 'responsible person' as soon as practicable;
  - The Principal will notify NESA regarding any changes which may impact on requirements for Registration and Accreditation;
  - Where notification needs to be made of the Principal, the Chair of the Board will notify NESA and the Minister;
  - At least three months prior to the proposed relocation of the College to new premises, except where the relocation is due to damage to the College or cutting of access to the College;
  - Within seven days where the school's proprietor changes;



- Where the College has been notified in writing of a breach of any of the following legislation. Such notification must be provided to the Board within 14 working days of the formal notification of an alleged breach:
  - *Ombudsman Act 1974*
  - *Child Protection (Working with Children) Act 2012*
  - *Children and Young Persons (Care and Protection) Act 1998*
  - *Teacher Accreditation Act 2004*
  - *Disability Discrimination Act 1992*
  - *Work Health and Safety Act 2011*
  - *Environmental Planning and Assessment Act 1979*
  - *Food Act 2003*
  - *Explosives Act 2003*
  - *Building Code of Australia*
- Within one month of the appointment of a new Principal;
- Within seven days of completion of the sale of the College;
- One month prior to a proposed change of the name of the College;
- Within one month of closing a campus or ceasing to operate;
- At the commencement of the next new term, where there has been a turnover of half or more of the teaching staff during any 12 month period;
- At least three months prior to implementation of increased years of schooling and at least one month prior to decreasing the years of schooling;
- Within one month of an increase in the scope of College curriculum by teaching one or more courses in a KLA from which it has not previously taught any courses;
- At least nine months prior to delivering all or a significant part of students' courses by distance education;
- At least three months prior to adding another campus;
- If the College undergoes, or plans to undergo, any change of a prescribed kind in the circumstances of its operation;
- Where the school intends to provide regular overnight accommodation for students at the school at least nine months prior to the intended date of initial provision of such facilities.

#### **Communication with Australian Charities and Not-for-profits Commission**

- Submission of the Annual Financial Report by the Company Secretary.

#### **Communication with the Workplace Gender Equality Agency**

- An annual report will be submitted to WGEA.

#### **Communication with Federal Government Agencies**

- The College will submit annual census data and financial questionnaire.

#### **Communication with Catholic Schools NSW**

- The College will submit annual census data and submission for non recurrent grants.