

Elizabeth College Communication and Community Engagement Guidelines

Staff Communication & Collaboration

Staff utilise multiple forms of communications to collaborate and work towards continuous improvement.

- All staff use Microsoft Teams to share/access information and collaborate in Teams. Chat is used to discuss student issues. Channels are used by various teams to share information and classroom planning/resources. Quick Links stores key school and DECYP information. Email is a secondary communication medium, used with external stakeholders to the college and with students, parents and carers. Staff are expected to communicate via these forms between 8am-5pm weekdays, exceptions are for organising relief or emergencies. The Staff Bulletin and EC Community News provides information for the week ahead. Staff are expected to read both documents at the start of each week. Announcements in Teams is used to post quick messages concerning that day or the next. Staff are expected to check this daily.
- A Professional Learning Calendar is released prior to each term outlining Professional Learning Community meetings and key events. Staff are expected to attend scheduled Professional Learning Community meetings / Professional Learning Team Sprints on Wednesdays from 2.40-3.40pm based on their pro-rata FTE. Teachers are allocated to a Curriculum Team and a Professional Learning Team. Curriculum Teams meet for 40 minutes each week at a nominated lunchtime or Thursdays from 2.40-3.10pm. These meetings focus on administration, planning and collaboration, sharing of resources, and professional learning relevant to the curriculum area.
- The Senior Leadership Team meet weekly to plan school improvement, plan for the effective running of the school and any issues that need addressing in a timely way. The Leadership Team meet weekly on Tuesdays to build leadership and teacher capacity, oversee college priorities, provide feedback and address issues. Key information is shared by Leaders with Curriculum Teams and feedback is sought.
- The Attendance and Engagement Team and Student Services Team meet weekly to discuss student wellbeing/outcomes. They plan and implement strategies to support individual students. Relevant information is shared with key staff and other stakeholders.

Communication with Community Partnerships

External Partnerships

Elizabeth College values its partnership with the community. Strong partnerships exist with Hobart City High School, UTAS, Beacon Foundation, Education International, our sister school in Japan (Inokuchi High School), local primary schools, businesses/industry and community groups who use our facilities.

We value our extensive Alumni and look for ways to celebrate their successes. These serve to inspire and motivate our current students.

Whole school events such as the Elizabeth College Community Showcase, WHAAM!, Careers Expo, the Annual Musical and Science Week provide opportunities for the wider community to visit and gain insight into the college.

Radio, billboard, social media advertising and press releases are used as external mediums to share information about the college to the wider community, future students and parents. School Tours are offered regularly for interested families. Information Evening provides information to interested students and parents/carers in June. Transition programs run through the second half of the year for Year 10 students, including Transition Day, Careers Expo and Meaningful Pathways, ConnECt program and personalised transition activities for individuals/ small groups.

School Association

The School Association meets on the last Thursday of each month. Dates are communicated through the website, EdSmart notices and social media. All parents are encouraged to attend. The School Association provides valuable parent/carer voice specifically around the College's improvement planning and priority implementation, as well as broader educational issues.

The School Association has its own Microsoft Teams site for announcements, chat and document storage.

Events - Communication with Students, Parents and Community

College events are integral to building college belonging and culture. Student events include End of Term Assemblies, Community Assemblies, Merit Morning Teas, Communities Day, Harmony Day, Pride Day, various health promotions, Careers Expo, Wellbeing Expo, NAIDOC Week, Year 12/13 Graduation celebration, forums, Information Evening, Subject Expo and VET Graduation.

Parents/carers and community members are invited to attend events advertised on our social media platforms and on the calendar accessible through the website. These include Meet the Connections Teacher, Discussions of Learning, Community Showcase, Awards Evening, the annual Musical, forums, various Drama and Music performances and WHAAM! We also send direct invites to parents/carers via text/email.

Radio and print media are also used at times to publicise upcoming events and to celebrate student achievement. Key foci include transition related days, information sessions, showcase events and to celebrate TASC results.

Purpose of Communication

Elizabeth College (EC) has a strong focus on community and belonging. Students are at the heart of what we do. We believe that strong partnerships between students, parents/carers and teachers are required for optimal student learning to occur. Open, transparent, respectful and timely communication about student learning and wellbeing is central to all that we do.

The values of Connection, Courage, Growth, Respect and Responsibility underpin all our actions and communication with all stakeholders.

Channels of Communication with Parents

One Way

- EdSmart notices (text/email)
- Social media posts (Facebook and Instagram)
- College website
- Newsletters (Term/E-News)

Two Way

- Phone
- Email
- Discussions of Learning based on reports (issued March, May and August)
- Meet the Connections Teacher
- School Office/Reception
- MessageMedia
- SMS Attendance notifications
- Parent meetings
- School events

Channels of Communication with Students

One Way

- EdSmart notices (text/email)
- Social media posts (Facebook and Instagram)
- EC Community News
- College website
- Newsletters (Term/E-News)

Two Way

- Canvas
- Phone
- Email. (Students must ensure that all communication is respectful and considerate in terms of what is being requested)
- Discussions with Subject and Connections Teachers, Student Services Staff, Library, IT, and other staff
- Reports
- Discussions of Learning
- MessageMedia
- School Office/Reception

General Communication with Parents and Carers

General information is shared electronically with parents/carers via EdSmart (emails/text) including whole college notices or selected class information. Bulk SMS messages are sent for quick concise information.

Social Media platforms including Facebook and Instagram are managed by DECYP and are updated daily with key information, photos, and class activities and events. All members of the community are encouraged to check these platforms regularly.

There are 3 Term Newsletters, and 6 E-news sent electronically each year. Term Newsletters focus on sharing success and positive student/staff stories. E-News include a short article from the Principal, and a feature article, upcoming dates and student/staff achievement. These are also available on the website.

The website provides comprehensive information about the college including the school improvement plan, policies and guidelines, teaching and learning, enrolment and general information and links to support services and key staff.

Specific Student Communication with Parents and Carers

The Connections Teacher is the key staff member who oversees the progress and development of each student within their group. Meet the Connections Teacher is held in March each year. Parents are encouraged to contact the Connections Teacher initially if they have any concerns. Connections Groups are allocated to a Learning Community (Elizabeth, Murray, Tasma and Warwick), overseen by an Assistant Principal. The Assistant Principal oversees the progress of all students within that Community. They may contact parents directly by phone/email/text about individual students to address any issues including poor attendance, engagement or behaviour. Parents may be required to attend meetings with their child to discuss any concerns and what measures and supports are needed to help the young person achieve success.

The College has an extensive Student Services and Support Team that works with Connections Teachers to identify and support individual students and families. Connections and Subject Teachers, as well as students themselves can make a referral to the Student Services Team for individualised appointments to discuss personal issues, mental health challenges, learning supports, reasonable adjustments and referrals to outside agencies.

Emails from parents/carers are valued by staff. Work-life balance is also important. Teachers will endeavour to respond to emails within two of their working days after the initial contact is made.

Absences: Parents/carers are expected to contact the College via the main office by 8.30am if their child is unwell that day. For 5 days or more of explained absences, parents/carers are to provide a medical certificate or statutory declaration. SMS messages are sent to parents/carers at 9am and 2pm daily when a student has not attended, and no explanation has been given. Parents/carers are expected to reply to the SMS message within 24 hours to explain any absence. Ongoing non-attendance will result in official letters being sent by Edsmart and a request to meet with the Assistant Principal and/or Principal to discuss barriers to learning and what supports might be required to change patterns of non-attendance.

Reports are issued to students in Connections Group and sent to parents electronically three times per year. An interim report based on work habits is issued in March and criterion-based reports are issued in May and August. Parents/carers and their young person are encouraged to attend the two Discussions of Learning afternoons in May and August to discuss their young person's progress and address any issues with Subject Teachers. Students are also encouraged to attend these sessions. If parents/carers are unable to attend these sessions, Subject Teachers will make contact by phone/email. Connections Teachers will also individually discuss each report with the student to identify strengths, areas for development and what support or strategies are needed to achieve success in each subject. In late November, students will be given a summary of their projected ratings that will be forwarded to TASC before final marks are collated by TASC. Students will receive their final assessments from TASC by email or in the mail in mid-December.



Elizabeth College

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