

Y Whittlesea

# Parent, Student & Community Communication and Engagement Policy – Y Community School

## 1. Purpose:

The purpose of this policy is to ensure that parents, students, and community members are provided with information regarding the policies relevant to enrolment, engagement, student wellbeing and child safety at Y Community school.

## 2. Scope:

This policy applies to the staff, students and parents of Y Community School and the community members and families who are interested in supporting or enrolling at the school.

**Please note:** This policy does not apply to other programs and operations operated by Y Whittlesea.

## 3. Definitions:

- **'The Y' or 'Y' or 'Y Whittlesea':** refer to YMCA Whittlesea Inc and YMCA Whittlesea Youth and Community Services Ltd.
- **Staff:** Any person performing duties on behalf of the Y Community School be they an employee, volunteer, trainee or contractor.
- **School:** Refers to the Y Community School noting that the legal entity through which the school is registered is YMCA Whittlesea Youth and Community Services Ltd.
- **Parent:** The term parent is used to refer to parent(s), and legal guardians. In the case of students who are adults or who have been deemed to have independent status the parent refers to the student and they should sign documentation their own right. There may be instances where a disengaged young person resides with an adult carer who does not have legal status as their legal guardian. In this instance, where all reasonable attempts to contact a parent have been undertaken, and an Informal Carer Statutory Declaration has been completed, that carer may sign documents in the place of the parent.

## 4. Policy:

The school will ensure that parents students and community members can access policies, information, and updates relevant to a student's enrolment, engagement and the teaching and learning processes of the school.

### 4.1 Policies and procedures:

The school will seek to proactively engage parents in students in reviewing and developing polices and processes and will seek feedback to guide continuous improvement.

In order to achieve these the school will:

- Ensure that all relevant policies and procedures are published on the school's website. This includes YMCA and Y Whittlesea polices in relation to safeguarding and any relevant Y Whittlesea (as opposed to school specific) policies.
- Advise parents and students of policy reviews, updates and changes which impact them.
- Communicate to students and parents through regular newsletters or bulletins advising of key dates, events, changes in the school's policies or procedures and opportunities for students and parents to engage with the school and provide feedback.
- Survey students regularly with a minimum of two formal survey opportunities each school year.
- Survey parents regularly with a minimum of one formal survey opportunity each school year.
- Use the Y Whittlesea and School Websites to promote positive news about the school and advise the community of opportunities to engage with the school.

To facilitate engagement and understanding the policies and procedures listed below will be discussed with parents and provided during the enrolment process. These policies are also available through the school website. The list below is not exclusive and does not preclude further policies, procedures and information being provided to families or published on the website.

- YCS Enrolment Policy
- YCS Enrolment Agreement

- YCS Code of Conduct
- Complaints Policy
- YCS Feedback and Complaints Handout
- YCS Duty of Care Policy
- YCS Restraint and Seclusion Policy
- YCS Bullying and Harassment Policy
- YCS Supervision of Students Policy
- YCS Camps and Excursions Policy
- YCS Medical Conditions Policy
- YCS First Aid Policy
- YCS Administration of Medicine Policy
- YCS ICT Acceptable Use Policy
- Teen and Youth Friendly Safeguarding Policy
- YCS Student Engagement and Management Policy
- YCS Child Safety and Wellbeing Policy
- YCS Anaphylaxis Policy
- YCS Attendance Policy.
- YCS Parent, Student & Community Communication and Engagement Policy.

#### 4.2 Course requirements:

Students require accurate and up to date information regarding the requirements of the courses they are enrolled in including:

- The qualification requirements of their course(s),
- The standards required to complete the course,
- Procedures relating to assessment and how these are applied,
- Available avenues of support and consideration of special circumstances,
- Timelines, key dates and procedures where students are unable to meet these.

These will be communicated to students:

- When they are enrolled in the school or a particular course of study,
- Through a student handbook reviewed and updated annually and available digitally and in hard copy,
- Through the ILP planning process with their core teacher,
- Through regular discussions and updates provided by their core teacher,

Parents are an important source of support to students and partners in their education. To ensure parents are aware of and able to support students in meeting course requirements they will be informed of the information above through:

- Student handbook available through the school's website.
- Updates sent via email or push notifications and published on the school's website.
- Discussions at parent meetings including twice yearly parent teacher student interviews,
- Direct contact via the core teacher when a student is experiencing difficulty meeting the agreed requirements as per their ILP.

#### 5. Related policies:

- YCS Enrolment Policy
- Complaints Policy
- YCS Duty of Care Policy
- YCS Restraint and Seclusion Policy
- YCS Bullying and Harassment Policy
- YCS Supervision of Students Policy
- YCS Camps and Excursions Policy
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- YCS Administration of Medicine Policy
- Teen and Youth Friendly Safeguarding Policy
- YCS Student Engagement and Management Policy
- YCS Child Safety and Wellbeing Policy
- YCS Anaphylaxis Policy
- YCS Attendance Policy.

#### 6. Related procedures and supporting documents:

- YCS Feedback and Complaints Handout

- YCS ICT Acceptable Use Agreement
- YCS Code of Conduct
- YCS Enrolment Agreement

**7. Legislative and Industry Requirements:**

- [Link](#) to Legislative Compliance Register

**8. Policy owner:**

The Executive Manager Y Schools is responsible for keeping this policy current - including making amendments as required, and regular reviews as scheduled.

**9. Document Control:**

Review of this policy will be undertaken every 3 years, or prior as required by law, in consultation with appropriate Y People.

Policy available on Y-MAC>Communication>Manuals and Files>Policies and Procedures

This document is due for review on 1/08/2027.

Version:	Description of Amendment	Amended by	Approver and date	Release Date
1.0	Policy created	Paul van Breugel	Executive Manager Y Schools 24/07/2023	1/11/2023