

PROCEDURE 7.1.1

CONSULTATION PROCEDURE

PRINCIPLE:

In order to increase the level of partnership between the home and school, it is important that a consistent approach to consultation is maintained.

It is recognised that different groups of the school community may be consulted with at different times and in a different way as appropriate.

PROCEDURE:

1. A need to consult the community is recognised at BOT level. This may be in reference to matters of review or to gain community opinion.

2. A method of consultation is decided upon as appropriate (see flow diagram on reverse).

For example:

- Public meeting (usually when a controversial subject is being debated or a large number of subjects are being discussed)
- Survey (this can be large or small, online or paper-based)
- Newsletter - used regularly for community feedback
- Website/ Facebook / Social Media / Google Classroom / Seesaw / Skool Loop App

3. Where appropriate, a subcommittee is formed to be responsible for organising the consultation, for collating the results and reporting back both to the BOT and to the community.

4. The subcommittee may have members of the BOT, staff, and community as appropriate.

5. The results of the consultation are discussed at BOT level and actions decided upon as appropriate.

6. The action to be taken is reported back to the consulted, with the reasons given for the action. This is to be done in a timely manner that reflects the high regard for the opinions of those consulted with.

REVIEWED: August 2023
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FLOW DIAGRAM 7.1.1

